DOCUMENT RESUME

ED 093 254 HE 005 710

AUTHOR	McLaughlin, James N.; And Others
TITLE	Statewide Measures Inventory. An Inventory of Information Relevant to Statewide Postsecondary Education Planning and Management. Technical Report 48A. Field Review Edition.
INSTITUTION	Western Interstate Commission for Higher Education, Boulder, Colo. National Center for Higher Education Management Systems.
SPONS AGENCY	National Inst. of Education (DHEW), Washington, D.C.
PUB DATE	Jun 74
NOTE	375p.; For a related document see HE 005 709
AVAILABLE FROM	Western Interstate Commission for Higher Education, The National Center for Higher Education Management Systems, P.O. Drawer P, Boulder, Colorado 80302
EDRS PRICE	MF-$0.75 HC-$17.40 PLUS POSTAGE
DESCRIPTORS	*Educational Administration; *Educational Coordination; Educational Needs; *Educational Planning; *Higher Education; Planning; *Statewide Planning

ABSTRACT

The Statewide Measures Inventory is essentially a list of items of information along with concise definitions and other information of interest, relevant to statewide postsecondary education planning and management. It has been designed primarily as a working document for use by state level postsecondary education planners and decisionmakers. The primary objective of the inventory is to improve and simplify communication through increased standardization of terminology and usage. Secondary objectives are to provide assistance to those concerned with developing and designing data bases and information systems, and to suggest ways that statewide planning and decisionmaking might be improved through the identification of problems and issues to which the measures in the inventory are relevant. It should be emphasized that the inventory is not by itself a useful planning and management tool. It does provide a start toward the standardization of terminology for postsecondary education planning and management, and it suggests ways of linking this terminology to a variety of general statewide concerns. However, with respect to the tasks of analyzing specific statewide problems and issues and developing operational information systems, the inventory is at best a point of departure or frame of reference. (Author)

National Center for Higher Education Management Systems at WICHE

An Equal Opportunity Employer

Executive Director, WICHE:
Robert H. Kroepsch

Associate Director, WICHE, and Director, National Center for Higher Education Management Systems at WICHE:
Ben Lawrence

Associate Director, NCHEMS, and Director, Applications and Implementation Program:
Robert A. Huff

Associate Director, NCHEMS, and Director, Research and Development Program:
Robert A. Wallhaus

Assistant Director, NCHEMS:
Joanne E. Arnold

Assistant Director, NCHEMS:
Gordon Ziemer

The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

. . . to increase educational opportunities for westerners.

. . . to expand the supply of specialized manpower in the West.

. . . to help universities and colleges improve both their programs and their management.

. . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

Western Interstate Commission for Higher Education
Post Office Drawer P — Boulder, Colorado 80302

ED 093254

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

STATEWIDE MEASURES INVENTORY

An Inventory of Information Relevant to Statewide Postsecondary Education Planning and Management

Technical Report 48A
(Field Review Edition)

James N. McLaughlin
Paul Wing
Katherine A. Allman

June 1974

This document is a companion to another NCHEMS report, An Overview and Guide to the Use of the Statewide Measures Inventory (Technical Report 48B). The two have been developed jointly and it is the hope of the authors that they will be used together to take advantage of their complementarity. Both documents are part of a program supported by the National Institute of Education (NIE).

National Center for Higher Education Management Systems at
Western Interstate Commission for Higher Education
P.O. Drawer P Boulder, Colorado 80302

An Equal Opportunity Employer

HE 005 710

PREFACE

This Statewide Measures Inventory has been developed jointly by the NCHEMS staff and the Statewide Measures Task Force and has been reviewed and recommended for release in this field review edition by both the staff and the Task Force.

In developing definitions for many of the measures and glossary items in the Inventory, the staff has drawn heavily on past and present efforts of organizations other than NCHEMS as well as other NCHEMS projects. Considerable time and effort has been devoted to insuring that the definitions of terms included in this Inventory (whether they be measures or glossary terms) are compatible with those used in other NCHEMS efforts. This does not mean that the definitions are identical, but it does mean that at the time of the publication of this document they are substantively the same.

Although the primary target audience of this field review edition is policy makers and analysts in state postsecondary education agencies, it is anticipated that postsecondary education institutions, learning centers, and national organizations also will find it of interest. For this reason, this document is being distributed to the entire NCHEMS mailing list for review.

Comments and suggestions received in conjunction with this field review will be incorporated as appropriate into the final version of the first edition which will be released in the fall of 1974. Readers are urged to review this document and the accompanying Overview document and to submit their comments, criticisms, and suggestions directly to the authors before September 1, 1974.

ACKNOWLEDGEMENTS

This field review edition of the Statewide Measures Inventory is the product of the efforts of many persons. In particular, the authors are indebted to the members of the Statewide Measures Task Force, who deliberated at length over the measures to be included in the Inventory and the related definitions and discussions:

Mr. James Lawrence
Principal Budget Examiner
Division of the Budget
State of New York

Dr. Fred C. McCormick
(former) Director [illegible] Research
Minnesota Higher Education
Coordinating Commission

Mr. Charles McIntyre
Chief
College Financial Services
California Community Colleges

Dr. David Murphy
Legislative Fiscal Agency
State of Michigan

Ms. M. Patricia Powers
Computing Center Director
Goucher College
Towson, Maryland

Dr. Joe L. Saupe
Director of Institutional
Research
University of Missouri

*Dr. Donald S. Stuart
Associate Executive Secretary
New Mexico Board of Educational
Finance

Technical Council Liaison

Dr. W. K. Boutwell, Jr.
Vice Chancellor
Office of Administrative Affairs
State University System of
Florida

Also contributing to the development of this document were the following members of the staff of the National Center for Higher Education Management Systems: Maureen Byers, Dave Clark, Doug Collier, Suzette Goddard, Vaughn Huckfeldt, Dennis Jones, Charles Manning, Marilyn McCoy, Sid Micek, Nancy Renkiewicz, Leonard Romney, Bob Staaf, James Topping, and Bob Wallhaus.

---

*Chairman of the Task Force

TABLE OF CONTENTS

SECTION PAGE

INTRODUCTION 1

FORMAT OF THE INVENTORY. 3

- Measure Number. 3
- Measure Name 3
- Definition. 3
- Codes, Categories, and Comments 4
- Relevant State Level Concerns 5
- Sources 5
- Date Issued 5

GLOSSARY 6

CROSS REFERENCING. 6

THE INVENTORY. 9

- General Information About the State
- Student Access
- Manpower
- Programs
- Enrollments
- Finances
- Staff
- Facilities

GLOSSARY G-1

BIBLIOGRAPHY B-1

INTRODUCTION

The Statewide Measures Inventory is essentially a list of items of information, along with concise definitions and other information of interest, relevant to statewide postsecondary education planning and management. It has been designed primarily as a working document for use by state level postsecondary education planners and decision makers.

The primary objective of the Inventory is to improve and simplify communication through increased standardization of terminology and usage. Secondary objectives are to provide assistance to those concerned with developing and designing data bases and information systems, and to suggest ways that statewide planning and decision making might be improved through the identification of problems and issues to which the measures in the Inventory are relevant.

Although the Inventory was developed in the context of statewide planning. and decision making, it may prove valuable to institutional and national planners and decision makers as well. To the extent that their concerns coincide with those identified herein as important for state level planners and decision makers, they should find it a valuable reference document.

It should be emphasized that the Inventory is not by itself a useful planning and management tool. It does provide a start toward the standardization of terminology for postsecondary education planning and management, and it suggests ways of linking this terminology to a variety of general statewide concerns. However, with respect to the tasks of analyzing specific statewide problems and issues and developing operational information systems the Inventory is at best a point of departure or frame of reference.

There are many steps that must be taken to transform the Inventory from its current status as a general reference document into a set of truly operational tools and procedures. Some of these steps, particularly those which are relevant in a large number of states and agencies, will be explored more fully in other NCHEMS projects; others, because of special circumstances in individual agencies, will have to be dealt with on an individual basis by the agencies themselves. It is beyond the scope of this project to delve into these matters in detail. Hopefully, however, the Inventory will prove to be a useful starting point for thought and activity in the area of statewide planning and management for postsecondary education.

The discussion that follows outlines some specific conventions that have been followed in the development of the Inventory, provides a few specific suggestions about how to interpret and use the information provided in the Inventory, and mentions some of the limitations of the Inventory. Readers interested in a discussion of the purposes, objectives, organization, format, development, possible uses, and historical antecedents of the Inventory should consult the companion document, An Overview and Guide to the Use of the Statewide Measures Inventory (Wing and McLaughlin, 1974).

FORMAT OF THE INVENTORY

For each measure in the Inventory the following information is provided: MEASURE NUMBER; MEASURE NAME; DEFINITION; CODES, CATEGORIES, AND COMMENTS; RELEVANT STATE LEVEL CONCERNS; SOURCES; and DATE ISSUED. To minimize the possibility of misunderstanding the intent of each of these items a brief description is provided below:

Measure Number

The measure number is provided solely to facilitate locating and cross-referencing measures. It has no special significance or implications for standard coding practices.

Measure Name

Most of the measures in the Inventory are terms that are used frequently in various reporting and analytical contexts at both the state level and often at the institutional level as well. In these cases the Measure Names reflect common usage. There are a few cases in which the Measure Names may not be familiar or commonly used. In these cases an attempt has been made to insure that the name reflects the intent and definition of the measure as accurately as possible.

Definition

The definitions included in this Inventory for both the measures and glossary terms are consistent with the definitions for the same terms used in other NCHEMS projects and products at the time of the publication of this Inventory. It is not anticipated that there will be any major changes in definitions in the other projects and products, but any that are made will be reflected in the final version of the First Edition of the Inventory to be released in the fall of 1974.

Codes, Categories, and Comments

The codes, categories, and comments provide several kinds of supplementary information about the measures in the Inventory, including suggestions concerning ways of disaggregating and subcategorizing the measures, suggestions concerning ways of linking and cross referencing measures, notes about possible uses of the measures, additional clarification of the definition of the measures, and references containing additional discussion. These items are suggestions that reflect the current best judgments of the staff and Task Force, they should not be adopted uncritically.

For some measures it proved necessary to extend the comments beyond the space provided on front of the Inventory page. In such cases the text has been continued on the reverse side of the page so that each measure can be covered on a single sheet of paper.

Relevant State Level Concerns

Relevant state level concerns have been identified for each of the measures in the inventory. These represent an initial attempt by the staff and Task Force to identify potential uses and applications of the measures. See Wing and McLaughlin (1974) for further discussion of this topic.

Sources

Space has been left at the bottom of each Inventory page to identify the source(s) from which the actual data for the corresponding measure can be obtained. This line is intended to refer to the source(s) of the data corresponding to the measure, which may not correspond with the source of the definition. For those measures for which an acceptable standard data source is available, it has been identified. For most measures, the users of the Inventory will have to identify their own data sources.

Date Issued

The date issued is included solely to facilitate future updating of the Inventory. When changes are made by the Center in any of the measures, replacement pages appropriately dated will be issued to recipients of the First Edition of the Inventory

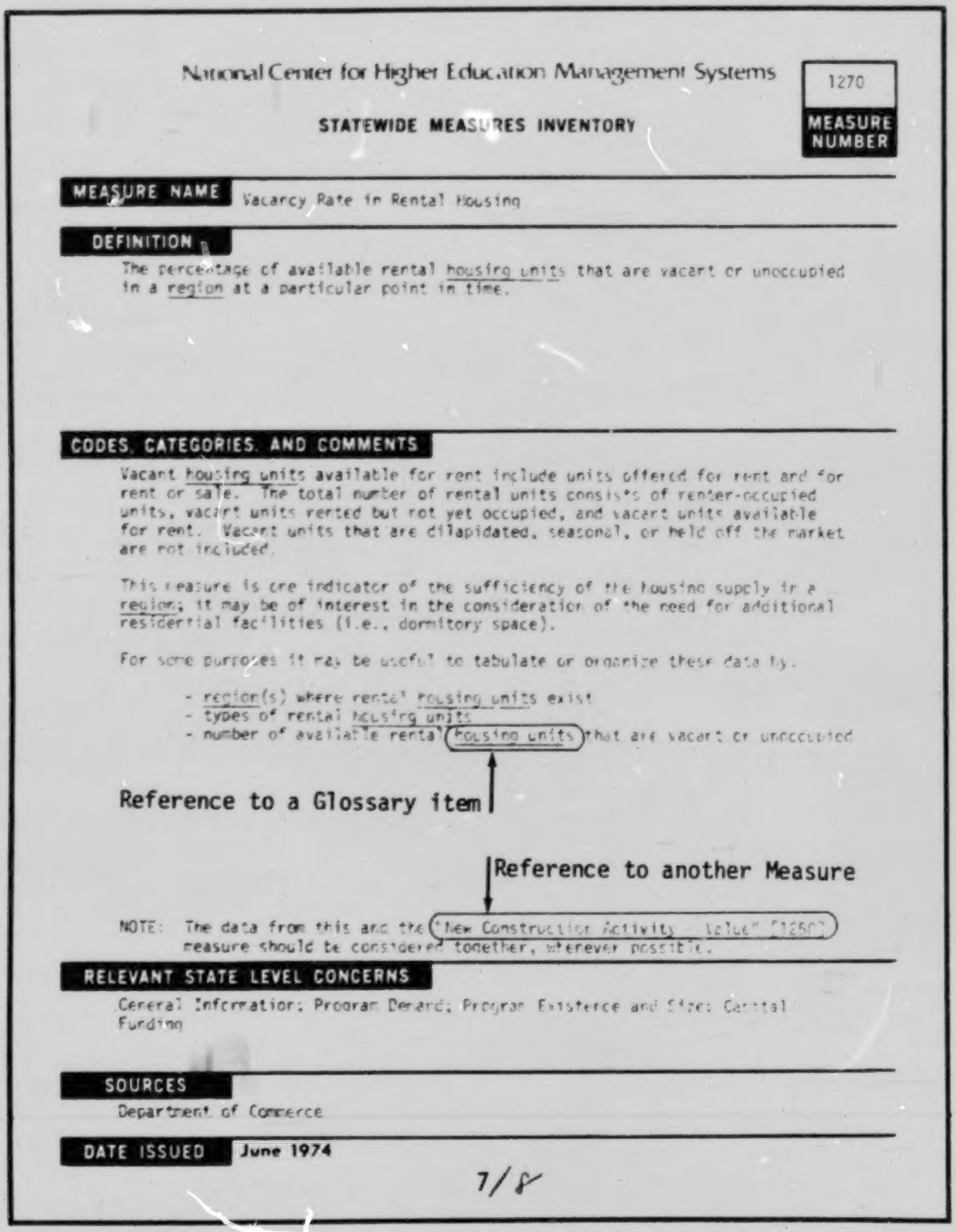
GLOSSARY

Many of the measures in the Inventory cannot be completely explained and understood without reference to other terms. The glossary has been provided to define many of these additional terms, which, though possibly not directly relevant to state level planning and management, are relevant to the understanding of many of the measures in the Inventory. The glossary also eliminates the need for a large library of references which should enhance the utility of the Inventory as a stand-alone document.

The REFERENCE line for each Glossary term identifies the source of the definition used for that term. In most cases glossary items have been taken from other NCHEMS projects (for example, the Date Element Dictionary) and the definitions provided are based on those used in these other projects. In these cases the NCHEMS project(s) are identified by acronyms. In some cases glossary items have been taken from sources outside NCHEMS, in which cases the source documents are identified explicitly. If the definition was developed as part of this project, the reference has been left blank.

CROSS REFERENCING

To eliminate the need for an elaborate footnoting system the following conventions have been used to cross reference between measures in the Inventory and items in the Glossary: Any glossary term that is used in the Inventory or in the definition or discussion of another glossary term is underlined. In addition, any measure mentioned in any other measure(s) or in a glossary item(s) has been capitalized and is identified with quotation marks and tagged with the appropriate measure number in brackets. These two cross referencing techniques are illustrated below.



National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1270

MEASURE NAME Vacancy Rate in Rental Housing

DEFINITION

The percentage of available rental housing units that are vacant or unoccupied in a region at a particular point in time.

CODES, CATEGORIES, AND COMMENTS

Vacant housing units available for rent include units offered for rent and for rent or sale. The total number of rental units consists of renter-occupied units, vacant units rented but not yet occupied, and vacant units available for rent. Vacant units that are dilapidated, seasonal, or held off the market are not included.

This measure is one indicator of the sufficiency of the housing supply in a region; it may be of interest in the consideration of the need for additional residential facilities (i.e., dormitory space).

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where rental housing units exist
- types of rental housing units
- number of available rental housing units that are vacant or unoccupied

Reference to a Glossary item

Reference to another Measure

NOTE: The data from this and the "New Construction Activity - Value" [1250] measure should be considered together, wherever possible.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Capital Funding

SOURCES

Department of Commerce

DATE ISSUED June 1974

7/8

THE INVENTORY

MEASURES INCLUDED IN THE EIGHT SECTIONS OF THE STATEWIDE MEASURES INVENTORY

(A) GENERAL INFORMATION ABOUT THE STATE

Gross State Income	1010
Gross State Product	1040
General Fund Revenues - Total for State	1070
General Fund Appropriation Expenditures - Total for State	1110
General Fund Appropriation Expenditures - Total for Education	1120
General Fund Appropriation Expenditures - Total for Postsecondary Education	1130
Governmental Indebtedness - Total	1150
Taxes - Total	1200
Price Index	1220
New Construction Activity - Value	1250
Housing Starts	1260
Vacancy Rate in Rental Housing	1270
Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Family Income - Distribution	1330
Population - Total	1340
Intrastate Migrations	1350
Interstate Migrations	1360
Births	1370
Deaths	1380
Morbidity Rate	1390
Population Receiving Public Assistance	1400
Public Offenses	1420
Voter Registrations	1440
Educational Attainment Level	1460
Education Enrollments - Total	1500
Postsecondary Education Institutions and Learning Centers	1520

(B) STUDENT ACCESS

Potential Applicants to Postsecondary Education	2010
Applicants to Postsecondary Education Programs and/or Activities	2030
Postsecondary Education Applicants Accepted	2050
High School Graduates	2070
High School Graduates - Continuing to Postsecondary Education	2080
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Transfer Students	2150

(B) STUDENT ACCESS (Continued)

Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210
Financial Aid - Total	2250
Average Cost to Student - Total	2300
Average Incurred Cost to Student - Out-of-Pocket	2310
Average Cost to Student - Present Value of Foregone Income	2320

(C) MANPOWER

National Manpower Requirement - Total	3010
State Manpower Requirement - Total	3030
Local Manpower Requirement - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

(D) PROGRAMS

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030
Organized Research Programs and Activities	4050
Organized Research Programs and Activities - Completions	4070
Public Service Programs and Activities	4110
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examination Attempters	4150
Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220
Library Collections and Holdings	4230

(E) ENROLLMENTS

Student Enrollment - Headcount	5010
Full-Time Students	5040
Part-Time Students	5070
Full-Time Equivalent Students	5100
In-State Students	5150
Out-of-State Students	5170

(F) FINANCES

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Fund Balances - All Fund Groups	6090
Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190
Total Current Funds Revenues	6210
Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Organized Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Scholarship and Fellowship Expenditures	6410
Capital Asset Expenditures	6430
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

(G) STAFF

Staff - Headcount	7010
Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130
Student-Faculty Ratio	7210

(H) FACILITIES

Land Area	8010
Gross Area	8030
Assignable Area	8050
Nonassignable Area	8070
Enrollment Capacity	8110
Design Capacity	8140
Estimated Replacement Value	8210
Average Section Size (AvSS)	8310
Average Square Feet per Weekly Student Hour (AvSFWSH)	8410
Average Room Utilization Rate (AvRUR)	8420
Average Station Occupancy Ratio (AvSOR)	8430
Average Station Utilization Rate (AvSUR)	8440
Occupancy Rate	8510

GENERAL INFORMATION ABOUT THE STATE

The measures included in this section of the Inventory serve mainly as basic reference points for describing the environment for state level postsecondary education planning and management. Many of the individual measures in this or other sections (such as "Population - Total" [1340] and "Interstate Migrations" [1360]) can be used in combination(s) for the purposes of constructing ratios and for making other additional meaningful comparisons. Some measures (such as "Voter Registrations" [1440] and "Public Offenses" [1420]) are best thought of as social indicators which reflect the state of society at a given time.

Measures concerned with present tax levels and tax contributions have been included in the section to provide information and insights into the relative and absolute positions of the state with regard to various forms of taxes.

The accrual method of accounting is assumed to be the basis for accumulating financial information for this and other sections of the Inventory. Any deviation from this accounting method by a state or reporting unit should be noted.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1010

MEASURE NUMBER

MEASURE NAME Gross State Income

DEFINITION

The total income earned, but not necessarily received, of labor and property from the production of goods and services within a state for a particular time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

This measure is based on the flow-of-cost notion. Further, it may be thought of as being composed of wages and other employee supplements, net interest, rental income of persons, indirect business taxes and adjustments, income of unincorporated enterprises, corporate profits before taxes, and depreciation.

For some purposes it may be useful to tabulate or organize these dat by:

- components of gross state income (e.g., wages and other employee supplements, corporate profits before taxes, etc.)
- region(s)
- types of corporate profits before taxes (e.g., dividends, corporate profit taxes, undistributed taxes, etc.)
- ratios (e.g., "Gross State Income" [1010]/gross national product, "Gross State Income" [1010]/"Gross State Product" [1040], etc.)

Per capita computations may be particularly useful.

NOTE: To derive a state income figure, subtract depreciation and indirect business taxes and transfer payments.

If data are available only for aggregate regions or for the nation rather than for states, then a decision needs to be made whether an accurate set of state estimates can be provided by weighting the

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Program Impacts; Revenue Analysis

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

CODES, CATEGORIES AND COMMENTS (continued)

regional or national data by a series of aggregate state figures or whether some proxy should be employed to make the state allocations. If only very sparse regional data or none at all are available, then a decision needs to be made as to an appropriate distribution series that can be used to allocate the national figures to the state.

National Center for Higher Education Management Systems

1040

MEASURE NUMBER

GENERAL INFO ABOUT STATE

STATEWIDE MEASURES INVENTORY

MEASURE NAME Gross State Product

DEFINITION

The state's total current output of goods and services, valued at the market prices they command, plus investment expenditures for a particular time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

This measure is based on the flow-of-product notion. Further, it may be thought of as being composed of personal consumption expenditures on goods and services, gross private capital formation, net inventory change, gross state exports, state and local government net purchases of goods and services, federal government purchases, and depreciation.

For some purposes it may be useful to tabulate or organize these data by:

- components of gross state product (e.g., personal consumption expenditures on goods and services, gross state exports, etc.)
- region(s)
- types of personal consumption expenditures (e.g., durable and nondurable goods, services, etc.)
- ratios (e.g., "Gross State Product" [1040]/gross national product, "Gross State Income" [1010]/"Gross State Product" [1040], etc.)

Per capita computations may be particularly useful.

NOTE: If data are available only for aggregate regions or for the nation rather than for states, then a decision needs to be made whether an accurate set of state estimates can be provided by weighting the regional or national data by a series of aggregate state figures or whether some proxy should be employed to make the state allocations. If only very sparse regional data or none at all are available, then a decision needs to be made as to an appropriate distribution series that can be used to allocate the national figures to the state. Employment, payroll, or production data are possible allocation factors.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Program Impacts; Revenue Analysis

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

1070

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME General Fund Revenues - Total for State

DEFINITION

The total income received by a state from general revenue (e.g., taxes, intergovernmental revenues, general user charges, and miscellaneous general revenue), liquor store revenue, and insurance trust revenue available for appropriation by the state legislature for specific programs and activities for a particular time period, usually the fiscal year.

CODES, CATEGORIES, AND COMMENTS

Transfers between and within departments, divisions, institutions, etc., of state, local, and municipal governmental units and/or specially created agencies and districts are not to be considered as additional revenue. All transfers in and out of reporting units or institutions should be separately identified.

For some purposes it may be useful to tabulate or organize these data by:

- sources of revenue (e.g., general, liquor store, insurance trust, etc.)
- region(s) from which revenues are received
- ratios (e.g., "General Fund Revenues - Total for State" [1070]/General Fund Appropriation Expenditures - Total for State" [1110], etc.)
- characteristics of individuals providing revenue (e.g., age, socio-economic status, etc.)

Per capita computations may be particularly useful.

NOTE: The variations between states in the types of revenues included/excluded (e.g., highway user charges, etc.) in the determination of this measure may lead to gross differences and unduly distort comparisons among the states. To minimize this possible distortion, the types of revenue included should be specified.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

Department of Commerce ("State Government Finances")

DATE ISSUED June 1974

CODES, CATEGORIES AND COMMENTS (continued)

The total amount of revenues appropriated in a particular time period by a state legislature may be greater than, equal to, or less than the estimated general fund revenues received by the state for the same time period.

This measure should be linked to the "General Fund Appropriation Expenditures - Total for State" [1110] measure.

MEASURE NAME General Fund Appropriation Expenditures - Total for State

DEFINITION

The total dollars appropriated by the state legislature and expended for goods and services for all types of programs and activities for a particular time period, usually the fiscal year.

CODES, CATEGORIES, AND COMMENTS

Transfers between and within departments, divisions, insitutions, etc., of state, local, and municipal governmental units and/or specifically created agencies and districts are not to be considered as expenditures, except by the appropriate body or organization that actually spends the funds in support of a specific program(s) or activity(ies). All transfer funds in and out of reporting units or institutions should be separately identified.

For some purposes it may be useful to tabulate or organize these data by:

- major programs (e.g., welfare, education, health care, etc.)
- levels of education (elementary, secondary, postsecondary)
- region(s) where programs and activities are operated
- types of expenditures (e.g., operating, debt retirement, capital expense, etc.)
- ratios (e.g., "General Fund Revenues - Total for State" [1070]/ "General Fund Appropriation Expenditures - Total for State" [1110], etc.)
- sources of revenue (e.g., general, liquor store, insurance trust, etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Fund Revenues - Total for State" [1070] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

Department of Commerce

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

National Center for Higher Education Management Systems

1120

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME General Fund Appropriation Expenditures - Total for Education

DEFINITION

The total dollars appropriated by the state legislature and expended for goods and services for education programs and activities for a particular time period, usually the fiscal year.

CODES, CATEGORIES, AND COMMENTS

Transfers between and within departments, divisions, institutions, etc. of state, local, and municipal governmental units and/or specially created agencies and districts are not to be considered as expenditures, except by the appropriate body or organization that actually spends the funds in support of a specific education program(s) or activity(ies). All transfer funds in and out of reporting units or institutions should be separately identified.

For some purposes it may be useful to tabulate or organize these data by:

- levels of education (elementary, secondary, postsecondary)
- names of programs and activities funded
- region(s) where programs and activities are operated
- types of expenditures (e.g., operating, debt retirement, capital expense, etc.)
- types and names of institutions and learning centers
- ratios (e.g., "General Fund Appropriation Expenditures - Total for Education" [1120]/"General Fund Appropriation Expanditures - Total for State" [1110], etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Fund Appropriation Expenditures - Total for State" [1110] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1130

MEASURE NAME General Fund Appropriation Expenditures - Total for Postsecondary Education

DEFINITION

The total dollars appropriated by the state legislature and expended for goods and services for postsecondary education programs and activities for a particular time period, usually the fiscal year.

CODES, CATEGORIES, AND COMMENTS

Transfers between and within departments, divisions, institutions, etc. of state, local, and municipal governmental units and/or specially created agencies and districts are not to be considered as expenditures, except by the appropriate body or organization that actually spends the funds in support of a specific postsecondary education program(s) or activity(ies). All transfer funds in and out of reporting units or institutions should be separately identified.

For some purposes it may be useful to tabulate or organize these data by:

- names of programs and activities funded
- region(s) where programs and activities are operated
- types of expenditures (e.g., operating, debt retirement, capital expense, etc.)
- postsecondary education institution and learning center categories
- ratios (e.g., "General Fund Appropriation Expenditures - Total for Postsecondary Education" [1130]/"General Fund Appropriation Expenditures - Total for Education" [1120], etc.)
- postsecondary education institution or learning center names

NOTE: This measure should be linked to the "General Fund Appropriation Expenditures - Total for Education" [1120] and "General Fund Appropriation Expenditures - Total for State [1110] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

1150
MEASURE NUMBER

MEASURE NAME Governmental Indebtedness - Total

DEFINITION

The total dollar value of all long-term (maturity of one year or greater) and interest-bearing short-term (maturity of less than one year) credit obligations of state and local governments or their departments and agencies outstanding at a particular point in time.

CODES, CATEGORIES, AND COMMENTS

All long-term credit obligations of state and local governments or their departments and agencies, whether backed by the full faith and credit of the state or local government or nonguaranteed, and all interest-bearing short-term credit obligations should be included in this measure.

This measure should include judgments, mortgages, and revenue bonds, as well as general obligation bonds, notes, and interest-bearing warrants. Excluded would be non-interest-bearing short-term obligations, interfund obligations (other than formal debt instruments of governmental units held by its funds as investments), amounts owed in a trust or agency capacity, advances and contingent loans from other governments, and rights of individuals to benefits from state and/or local government social insurance funds.

For some purposes it may be useful to tabulate or organize these data by:

- types of indebtedness (e.g., general obligation bonds, revenue bonds, etc.)
- purposes of indebtedness (e.g., operating, construction, retirement, etc.)
- functions of indebtedness (e.g., local schools, highways, hospitals, etc.)
- maturities of indebtedness (e.g., less than one year, one to five years, etc.)
- portions of indebtedness for principal and/or interest
- surety status (e.g., guaranteed or nonguaranteed)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

CODES, CATEGORIES AND COMMENTS (continued)

ratios (e.g., "Governmental Indebtedness - Total" [1150]/"Gross State Product" [1040], etc.)

STATEWIDE MEASURES INVENTORY

MEASURE NAME Taxes - Total

DEFINITION

The total number of dollars collected and available to governmental units and/or specially created agencies and districts for expenditure or distribution for all types of programs and activities for a particular time period, usually the fiscal year.

CODES, CATFGORIES, AND COMMENTS

This measure is an indicator of the degree to which the population in a state is, or has been, taxed to support services by various legally empowered taxing units. It may also be used with other inventory measures to assess present and future taxing responsibilities of the population, and to identify areas where adjustments may be warranted.

For some purposes it may be useful to tabulate or organize these data by:

- types and names of taxes (e.g., sales and gross receipts, license, individual and corporate income, property, etc.)
- region(s) from which taxes are collected
- assessing unit (e.g., local, state, federal, special purpose district, etc.)
- characteristics of individual tax payers (e.g., age, ethnic status, socioeconomic status, etc.)
- characteristics of all other tax paying bodies
- special expenditure restrictions (if any)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Personal Income - Total" [1300], "Family Income - Distribution" [1330], and other revenue and expenditure measures in this section of the inventory.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Revenue Analysis

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1220
MEASURE NUMBER

MEASURE NAME Price Index

DEFINITION

The relative change in prices of a fixed, representative group of goods and services, in a particular region, over a specified time period.

CODES, CATEGORIES, AND COMMENTS

Price indices provide a means for measuring the relative and/or absolute change in prices (e.g., cost of living) from a given base point, and can be useful in assessing the relative welfare of individuals, families, businesses and industries, etc.

Price index data for specific regions may prove advantageous for various planning and management purposes. Particular attention will also need to be given to price indices for assessing the need for adjustments in resource allocation and utilization formulas for programs and activities in different regions.

Suggested price indices:

1) Consumer Price Index (Bureau of Economic Analysis)
2) Wholesale Price Index (Bureau of Economic Analysis)
3) Construction Cost Index ("Engineering News Record," "Dodge Building Cost Calculator and Valuation Guide," "Boeckh Building Valuation Manual," and Bureau of Economic Analysis)

For some purposes it may be useful to tabulate or organize these data by:

- major goods and services (e.g., farm products and processed foods and feeds, industrial commodities, etc.; services, durable and non-durable commodities, etc.)
- commodity groups (e.g., food, housing, transportation, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Operational Funding; Capital Funding

SOURCES

Department of Commerce; "Engineering News Record;" "Dodge Building Cost Calculator and Valuation Guide;" "Boeckh Building Valuation Manual"

DATE ISSUED **June 1974**

1220

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

- region(s) where index is applicable
- different time periods (e.g., quarterly, fiscal year, etc.)

NOTE: Price indices for health care, health services, and goods and services purchased by governmental and institutional organizations should also be utilized whenever appropriate.

Postsecondary education enterprise indicators also would be useful if they can be developed. The postsecondary education enterprise indicators suggested in "Financing Postsecondary Education" (National Commission on the Financing of Postsecondary Education, 1973) are: price index for institutions of postsecondary education, price index for capital expenditures of institutions, and price index for consumers of education.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1250
MEASURE NUMBER

MEASURE NAME New Construction Activity - Value

DEFINITION

The dollar volume of new construction projects (remodeling and alterations should be excluded) within a region for a specified period of time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the general level of economic activity, population growth and movement, and general demand for construction-related educational programmatic opportunities.

For some purposes it may be useful to tabulate or organize these data by:

- types of public and/or private construction activity (e.g., residential and nonresidential buildings, highways and streets, conservation and development, etc.)
- gross and/or assignable square feet of new construction projects
- structural types (e.g., wood frame, metal, masonry, etc.)
- construction process (e.g., on-site, factory fabrication, etc.)
- number of housing units
- ratios (e.g., number of housing units/number of residential buildings, etc.)

NOTE: The total cost of the construction project is not assigned to the start up month; rather the cost is spread over the entire duration of the construction work.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Manpower

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1260

MEASURE NUMBER

MEASURE NAME Housing Starts

DEFINITION

The number of new housing units in housekeeping and residential buildings started during a particular time period.

CODES, CATEGORIES, AND COMMENTS

Excluded from this count are hotels, motels, apartments in primarily non-residential buildings, (e.g., living quarters located in a retail establishment), and dormitories. All of the individual housing units in an apartment building are counted as started when excavation for the building is begun.

This measure may be useful in selecting the location of postsecondary education programs and activities and new educational centers or institutions.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where housing units are being started (e.g., SMSA, county, city, etc.)
- types of housing units (e.g., apartments, single family dwellings, etc.)
- average project gross and assignable square feet by different housing units
- number of housing units in structure (e.g., one unit, two or more units, etc.)
- sources of funding for construction of housing units (e.g., public, private, etc.)
- values of housing units (e.g., acquisition or construction cost, site acquisition and/or development costs, etc.)

NOTE: These data are compiled from building permits and public contracts, but are intended to include only those housing units on which construction has actually begun (i.e., beginning of excavation for footing or the foundation). This measure is generally made with seasonal adjustments because it is subject to considerable seasonal fluctuation.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Location; Capital Funding; Manpower

SOURCES

Department of Commerce

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1270
MEASURE NUMBER

MEASURE NAME Vacancy Rate in Rental Housing

DEFINITION

The percentage of available rental housing units that are vacant or unoccupied in a region at a particular point in time.

CODES, CATEGORIES, AND COMMENTS

Vacant housing units available for rent include units offered for rent and for rent or sale. The total number of rental units consists of renter-occupied units, vacant units rented but not yet occupied, and vacant units available for rent. Vacant units that are dilapidated, seasonal, or held off the market are not included.

This measure is one indicator of the sufficiency of the housing supply in a region; it may be of interest in the consideration of the need for additional residential facilities (i.e., dormitory space).

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where rental housing units exist
- types of rental housing units
- number of available rental housing units that are vacant or unoccupied

NOTE: The data from this and the "New Construction Activity - Value" [1250] measure should be considered together, whenever possible.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Capital Funding

SOURCES

Department of Commerce

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1300

MEASURE NAME Personal Income - Total

DEFINITION

The total number of dollars received and available to individuals for consumption, savings, and taxes in a region from all sources over specified time periods.

CODES, CATEGORIES, AND COMMENTS

This measure is made up of wage and salary disbursements, proprietor's income, rental income of individuals, dividends, personal interest income, and the difference between transfer payments and personal contributions for social security. Personal payments for social security and other retirement programs, unemployment compensation, and welfare benefits are excluded from this measure. Taxes are included.

This measure is an indicator of the well-being of the population and of the potential number of dollars available for consumption, savings, and taxes.

If the data for this measure are not seasonally adjusted annual rates, this should be noted.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of personal income by region(s)
- types of personal income including taxes (e.g., wages and salaries, proprietor's income, dividends, etc.)
- industrial sources of income (e.g., service, government, manufacturing, etc.)
- relative valuations of personal income, using price indices, over specified periods of time
- characteristics of recipients (e.g., age, sex, ethnic status, etc.)
- educational backgrounds of recipients

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Existence and Size; Program Location; Student Access; Faculty and Staff Compensation

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Disposable Personal Income - Total" [1310] measure.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1310
MEASURE NUMBER

MEASURE NAME Disposable Personal Income - Total

DEFINITION

The total number of dollars received, less personal taxes, and available to individuals in a region from all sources over specified time periods.

CODES, CATEGORIES, AND COMMENTS

This measure is made up of wage and salary disbursements, proprietor's income, rental income of individuals, dividends, personal interest income, and the difference between transfer payments and personal contributions for social security. Personal payments for social security and other retirement programs, unemployment compensation, welfare benefits, and personal taxes (e.g., state and Federal income taxes and property and school taxes levied directly on the individual) are excluded from this measure.

This measure is an indication of the well-being of the population and of the potential number of dollars available for consumption and savings. This measure is closely related to what is commonly referred to as take-home pay.

If the data for this measure are not seasonally adjusted annual rates, this should be noted.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of disposable personal income by region(s)
- types of disposable personal income (e.g., wages and salaries, proprietor's income, dividends, etc.)
- relative valuations of disposable personal income, using price indices, over specified periods of time
- characteristics of recipients (e.g., age, sex, ethnic status, etc.)
- educational backgrounds of recipients

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Location; Student Access; Faculty and Staff Compensation

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

1310

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Personal Income - Total" [1300] and "Personal Consumption Expenditures - Total" [1320] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1320

MEASURE NAME Personal Consumption Expenditures - Total

DEFINITION

The total market value of goods and services purchased or acquired by individuals and nonprofit institutions in a region from all sources over specified time periods.

CODES, CATEGORIES, AND COMMENTS

The rental value of owner-occupied dwellings is included, but not the purchases of dwellings. Purchases are recorded at cost to consumers, including excise or sales taxes, and in full at the time of purchase whether made with cash or on credit. The nonprofit institutions included are those rendering services principally to individuals.

If the data for this measure are not seasonally adjusted annual rates, this should be noted.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of personal consumption expenditures by region(s)
- types of personal consumption expenditures (e.g., durable or nondurable goods, services, etc.)
- characteristics of individual purchasers (e.g., age, sex, ethnic status, etc.)
- educational backgrounds of individual purchasers

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Personal Income - Total" [1300] and "Disposable Personal Income - Total" [1310] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Location; Student Access; Faculty and Staff Compensation

SOURCES

Department of Commerce

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1330

MEASURE NUMBER

MEASURE NAME Family Income - Distribution

DEFINITION

The distribution of the average combined incomes of all members of each family or household treated as a single unit, for a specified period of time, usually a calendar year.

CODES, CATEGORIES, AND COMMENTS

Includes all income received as wages or salary income, net self-employment income, and other income for all individuals 14 years of age and over for the preceding time period(s). This measure is an indicator of the financial well-being of the families or households in a region which may be useful in assessing student financial aid needs. These data can be stated in real or adjusted dollars (i.e., using price indices to adjust income over specified time periods).

The following family income distribution levels (derived from the "Information Exchange Procedures" [Renkiewicz and Topping, 1973] and "Financing Postsecondary Education in the United States" [National Commission on the Financing of Postsecondary Education, 1973] are suggested:

Under $3,000
$3,000 - 5,999
6,000 - 7,499
7,500 - 8,999
$ 9,000 - $11,999
12,000 - 14,999
15,000 24,999
25,000 and Over

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where families or households are located
- current or most recent occupation(s) of head(s) of family
- educational background(s) of head(s) of family
- characteristics of head(s) of family (e.g., sex, marital status, ethnic status, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Student Aid

SOURCES

Bureau of the Census

DATE ISSUED **June 1974**

1330

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: The value of this measure would be enhanced if information on the distribution of family expenditures was also available.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1340

MEASURE NAME Population - Total

DEFINITION

The total number of persons residing as inhabitants in a region at a particular point in time.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- region(s) of inhabitants (e.g., city, state, SMSA, special purpose districts, etc.)
- population characteristics (e.g., age, sex, ethnic status, socioeconomic status, marital status, military status, etc.)
- ratios (e.g., total number of males/"Population - Total" [1340], etc.)

NOTE: Attention should be given to the time period(s) involved whenever attempting to relate or use in combination the data for two or more population characteristics. Inconsistencies should be appropriately noted.

The decennial census, taken as of April 1 every ten years, provides the most reliable reference data.

RELEVANT STATE LEVEL CONCERNS

General Information; Student Access; Manpower

SOURCES

Bureau of the Census

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

1350

MEASURE NUMBER

MEASURE NAME Intrastate Migrations

DEFINITION

The number of individuals who change their residence from one region (e.g., urban, rural, etc.) to another in the same state in a specified time period.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- ratios (e.g., number of in-migrations/"Population - Total" [1340] by region(s), etc.)
- number of in- and out-migrations by region(s)
- characteristics of those migrating (e.g., age, sex, ethnic status, etc.)
- different time periods for consideration of migration patterns

NOTE: If comparisons or analyses of these data and those provided by "Interstate Migrations" [1360], "Student Migrations - Intrastate" [2200], and "Student Migrations - Interstate" [2210] measures are attempted, the same time period(s) should be utilized.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Location; Student Access; Program Priorities; Manpower

SOURCES

Bureau of the Census

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1360

MEASURE NAME Interstate Migrations

DEFINITION

The number of individuals who change their residence from one state to another in a designated time period.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- region(s) of migration (e.g., states, geographic divisions, etc.)
- ratios (e.g., number of in-migrations/"Population - Total" [1340] by region(s), etc.)
- number of in- and out-migrations by region(s)
- characteristics of those migrating (e.g., age, sex, ethnic status, etc.)
- different time periods for consideration of migration patterns

NOTE: If comparisons or analyses of these data and those provided by "Intrastate Migrations" [1350], "Student Migrations - Intrastate" [2200], and "Student Migrations - Interstate" [2210] measures are attempted, the same time period(s) should be utilized.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Location; Student Access: Program Priorities; Manpower

SOURCES

Bureau of the Census

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1370

MEASURE NAME Births

DEFINITION

The number of human offspring born within a particular time period, usually the calendar year.

CODES, CATEGORIES, AND COMMENTS

This measure and its various rates are indicators of general social and economic conditions. They are also useful in certain long-term forecasting procedures.

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of individuals who gave birth (e.g., age, marital status, ethnic status, etc.)
- region(s) of births

Another valuable way of looking at the number of births is through the use of rates, therefore definitions have been included for two of these.

Birth (i.e., natality) Rate: the proportion of the number of live births in a region to the population in thousands at a given time. Generally, this rate would be tabulated by sex, ethnic status, and mother's residence.

Fertility Rate: the proportion of expected live births for a particular segment of the female population in thousands at a given time. Generally, this rate is tabulated for females between the ages of 15 and 50.

RELEVANT STATE LEVEL CONCERNS

Program Demand; Program Existence and Size; Program Location; Program Priorities

SOURCES

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1380
MEASURE NUMBER

MEASURE NAME Deaths

DEFINITION

The number of human deaths within a particular time period, usually the calendar year.

CODES, CATEGORIES, AND COMMENTS

This measure and its various rates are indicators of general social and economic conditions.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where the deaths have occurred (e.g., counties, SMSAs, etc.)
- characteristics of individuals who have died (e.g., age, sex, ethnic status, etc.)
- major occupational fields of individuals who have died (see "Classified Index of Occupations" [U.S. Bureau of the Census, 1970], and "Dictionary of Occupational Titles" [U.S. Manpower Administration, 1965])

Another way of looking at the number of deaths is through the use of rates, therefore the definition has been included for one of these.

Mortality Rate: the number of deaths per thousand of population. Generally, this rate is tabulated for specific age categories by sex and cause of death.

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Program Demand; Program Existence and Size; Program Location; Program Impacts; Program Priorities

SOURCES

DATE ISSUED

June 1974

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1390
MEASURE NUMBER

MEASURE NAME Morbidity Rate

DEFINITION

The proportion of persons suffering from specific illnesses, sicknesses, or diseases in a particular time period.

CODES, CATEGORIES, AND COMMENTS

Morbidity is an inverse measure of health; low morbidity statistics indicate good health. Therefore this measure is an indicator of the general level of health within a particular locality and may be relevant in postsecondary education program planning and in assessing the need for research and public service activities in the health services area.

For some purposes it may be useful to tabulate or organize these data by:

- types of illnesses, sicknesses, and diseases (e.g., infective and parasitic, respiratory, etc.)
- region(s)
- characteristics of those affected and not affected (e.g., age, sex, ethnic status, etc.)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Existence and Size; Organizational Unit Impacts; Program Impacts; Program Priorities

SOURCES

Public Health Service ("Vital and Health Statistics")

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

1400

MEASURE NUMBER

MEASURE NAME

Population Receiving Public Assistance

DEFINITION

The number of individuals or families receiving some form of public assistance from government sources or charitable organizations.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of labor market conditions, the number and proportion of the population which is disadvantaged and dependent, and of public concern for helping those in dependent situations.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where assistance has been made available
- reasons for assistance (e.g., age, income level, employment status [e.g., employed, unemployed, etc.])
- occupational workload (e.g., full- or part-time, etc.)
- types of assistance (e.g., social insurance, public aid, health and medical, etc.)
- sources of assistance (e.g., federal, state, and/or local governments; private; etc.)
- characteristics of recipients (e.g., age, ethnic status, marital status, etc.)

It may also be useful to examine the total and average dollar amount of assistance and the number of recipients as a proportion of the total population of a particular region.

RELEVANT STATE LEVEL CONCERNS

State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Location; Student Access; Program Impacts; Student Aid; Manpower

SOURCES

Department of Commerce, Social Security Administration

DATE ISSUED

June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

1420

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Public Offenses

DEFINITION

The number of major crimes committed against persons or property in a region over a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the number of individuals (both adult and juvenile) with serious social problems, the changes in population victimization, and the level of potentially necessary public protection services.

Included in the list of major crimes are: murder and nonnegligent manslaughter; forcible rape; aggravated assault; robbery; burglary; larceny theft ($50 or more); and auto theft. These categories come from the Federal Bureau of Investigation's "Uniform Crime Reports."

For some purposes it may be useful to tabulate or organize these data by:

- types of offense (e.g., violent crime, property crime, etc.)
- crime rates (rates per thousand, hundred thousand, etc.)
- average annual percentage increase in crime rates by type of offense
- region(s) where major crimes have occurred
- educational backgrounds of the offenders
- characteristics of the offenders (e.g., age, sex, ethnic status, marital status, etc.)

NOTE: This measure should be linked to other Inventory measures (e.g., "Educational Attainment Level" [1460], etc.) whenever possible and appropriate.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Organizational Unit Impacts; Program Priorities

SOURCES

Federal Bureau of Investigation; Public Health Service ("Vital Statistics of the United States")

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1440

MEASURE NAME Voter Registrations

DEFINITION

The number of individuals registered to vote in a region within a specified period of time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of potential individual involvement in national, state, and local affairs.

It may be desirable to analyze relationships between those eligible to register, those registered, and those who actually voted by:

- population characteristics (e.g., age, sex, ethnic status, etc.)
- political affiliations (e.g., Democrat, Republican, Unaffiliated, etc.)
- educational backgrounds
- voting patterns by region(s)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; Organizational Unit Impacts

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1460

MEASURE NAME Educational Attainment Level

DEFINITION

The highest grade attended and/or number of years spent in regular schooling by a defined group of individuals for a specific time period.

CODES, CATEGORIES, AND COMMENTS

Regular schooling includes nursery school, kindergarten, and schooling leading to an elementary school certificate, high school diploma, or college or university degree.

This measure is an indicator of the well-being of the state's citizens, the quality of the state's work force, the performance of the educational sector in serving the population, the potential demand within a state for further educational opportunities, and of anticipated general employment and gross income movements within a region of a state.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of average educational attainment levels by region(s)
- population characteristics (e.g., age, sex, ethnic status, etc.)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Location; Organizationl Unit Impacts

SOURCES

Bureau of the Census

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1500

MEASURE NAME Education Enrollments - Total

DEFINITION

The total unduplicated number of individuals in the state who are enrolled in an educational course of study, program, and/or activity without regard to the level of instruction or the student load(s) being carried for a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of both the number of individuals in a region who are participating in the educational process and the potential level of demand for future education and training opportunities.

It is recommended that these data be collected by the following broad education levels:

1) elementary
2) secondary
3) postsecondary

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where individuals are enrolled
- rates of participation for populations of defined region(s) (e.g., number of individuals enrolled in postsecondary education institutions and learning centers/"Population - Total" [1340], etc.)
- reporting unit(s)
- programs, courses of study, and activities enrolled in
- characteristics of individuals enrolled (e.g., age, sex, ethnic status, etc.)
- student load(s)
- sources of funding of programs, courses of study, and activities enrolled in (e.g., local, state, federal, gifts, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Organizational Unit Impacts; Differentiation and Articulation; Manpower

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: When the figures for all the reporting units are aggregated there will be some double counting due to individuals being enrolled in more than one reporting unit at the same education level or in different education levels.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1520

MEASURE NUMBER

MEASURE NAME Postsecondary Education Institutions and Learning Centers

DEFINITION

An inventory of all postsecondary education institutions and learning centers.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where institutions and learning centers are located
- postsecondary education institution and learning center categories
- postsecondary education institution or learning center names
- student enrollment--beginning count and final count for the last academic year by terms (e.g., quarters, semesters, etc.)
- characteristics of the institution's student population (e.g., ethnic status, etc.)
- distribution of academic achievement and/or aptitude scores of institution's student population
- sex of the institution (e.g., male, female, coeducational, coordinate, etc.)
- degree(s)/diploma(s)/certificate(s) offered and conferred
- legal identity
- institutional structure
- outcomes of educational activities
- postsecondary education institution size categories

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED June 1974

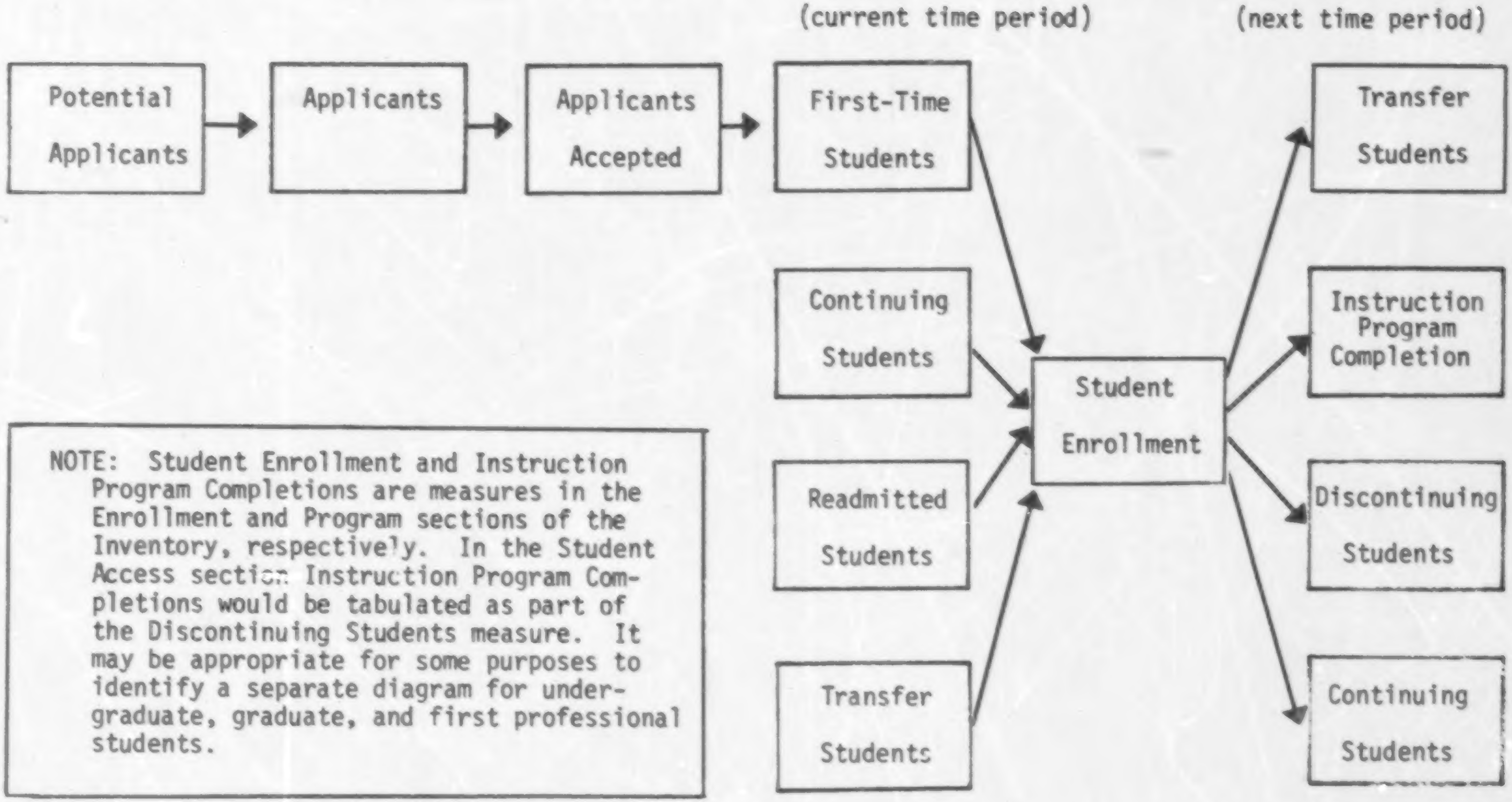
MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

STUDENT ACCESS

The measures included in this section should support the development and utilization of student flow models; be useful in forecasting the demand of the general population for postsecondary education programs and activities; provide data on the number and characteristics of those individuals actually participating in existing postsecondary education programs and activities; and in evaluating progress towards meeting objectives related to postsecondary education rates of participation.

The measures of this section have been included and organized in such a way as to provide sequential data about what will be the supply and demand by participants or potential participants for postsecondary education programs and activities (in a region for a particular period of time). To effectively provide this type of information the different measures and their various aggregations of this section in particular and other sections more generally should be linked together. If this is accomplished, the interrelationships for this section should look like the diagram provided on the next page and yield data on the enrollment status of a reporting unit's participants.


(current time period)
(next time period)
Potential Applicants
Applicants
Applicants Accepted
First-Time Students
Continuing Students
Readmitted Students
Transfer Students
Student Enrollment
Transfer Students
Instruction Program Completion
Discontinuing Students
Continuing Students

NOTE: Student Enrollment and Instruction Program Completions are measures in the Enrollment and Program sections of the Inventory, respectively. In the Student Access section Instruction Program Completions would be tabulated as part of the Discontinuing Students measure. It may be appropriate for some purposes to identify a separate diagram for undergraduate, graduate, and first professional students.

Figure 1. GENERAL STUDENT FLOW PATTERN AND RELATIONSHIPS AMONG MEASURES RELATED TO STUDENT ACCESS

STUDENT ACCESS

National Center for Higher Education Management Systems

2010
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

STUDENT ACCESS

MEASURE NAME Potential Applicants to Postsecondary Education

DEFINITION

The estimated number of individuals who might be enrolled in (i.e., participate in) various postsecondary education programs and/or activities if available in a particular period of time.

CODES, CATEGORIES, AND COMMENTS

This measure can be used as an indicator of the participation rate(s) of selected segments of the population. It can also be used to summarize the attributes of the potential users of a state's postsecondary education services. This potential group of users may then be compared and contrasted with those individuals actually being served to identify groups not served adequately.

Since it is expected that there will be some difficulty in assessing the number of potential postsecondary education applicants the following sequence is recommended:

1) identify a "might be enrolled" group including initially all individuals above 16 years of age;

2) adjust this group to include only qualified and interested individuals based on present and past employment experiences, postsecondary education participation rates, and other historical trends based on various population characteristics; and

3) then weight different age ranges (e.g., 14-17, 18-20, 21-24, etc.) based on their respective characteristics and qualifications.

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of potential applicants (e.g., age, sex, ethnic status, socioeconomic status, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Location; Student Access; Program Priorities

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- region(s) of potential applicants
- programs and/or activities to be affected
- the effect of various postsecondary education pricing schemes
- educational background of potential applicants
- high school curricula (e.g., general, college preparatory, commercial/business, vocational, agricultural, other, etc.)

NOTE: This measure should be linked to the "Applicants to Postsecondary Education Programs and/or Activities" [2030], "High School Graduates" [2070], "High School Graduates - Continuing to Postsecondary Education" [2080], "Education Enrollments - Total [1500], and "Population - Total" [1340] measures.

2030
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Applicants to Postsecondary Education Programs and/or Activities

DEFINITION

The number of different individuals actually making applications (institutionally defined) for admission into particular postsecondary education programs and/or activities in a particular period of time, without regard to available openings or the applicants' qualifications.

CODES, CATEGORIES, AND COMMENTS

This measure should include those individuals who enroll without filing a formal application, whenever possible.

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of the applicants (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, socioeconomic status, etc.)
- region(s) of applicants
- programs and/or activities to be affected
- educational background of applicants
- high school curricula (e.g., general, college preparatory, commercial/business, vocational, agricultural, other, etc.)
- postsecondary education institution size categories

Individuals who apply for acceptance in a different program than they presently are enrolled in at the same reporting unit, and those who apply who are not presently enrolled at this same reporting unit probably should be tabulated separately.

NOTE: When these figures are aggregated there is a chance for double counting applicants who submit multiple applications.

This measure should be linked to the "Potential Applicants to Postsecondary Education" [2010], "High School Graduates" [2070], "High School Graduates - Continuing to Postsecondary Education" [2080], "Education Enrollments - Total" [1500], and "Population - Total" [1340] measures.

RELEVANT STATE LEVEL CONCERNS

Program Demand; Program Location; Student Access; Program Priorities

SOURCES

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

2050

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Postsecondary Education Applicants Accepted

DEFINITION

The total number of individual applicants for admission to a particular postsecondary education institution and/or program or activity for which formal notification of acceptance is given.

CODES, CATEGORIES, AND COMMENTS

This measure should include those individuals who are accepted but not given formal notification of acceptance, wherever this is applicable.

For some purposes it may be useful to tabulate or organize these data by:

- programs and/or activities admitted to
- educational background of those applicants accepted
- high school curricula of those accepted
- characteristics of the applicants accepted (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)
- geographic origin(s) of applicants accepted

NOTE: It has been assumed that the "Applicants to Postsecondary Education Programs and/or Activities" [2030] less "Postsecondary Education Applicants Accepted" [2050] would result in the number of applicants who were rejected or who withdrew. There is a chance for double counting when acceptances for several programs or reporting units are aggregated.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Program Existence and Size; Program Location; Student Access

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

2070

MEASURE NUMBER

MEASURE NAME High School Graduates

DEFINITION

The number of students who satisfactorily complete (i.e., graduate from) a secondary education program during a specific time period, usually an academic year.

CODES, CATEGORIES, AND COMMENTS

This measure provides an indication of the number of high school completers and it can be used as a partial basis for estimating the potential demand for post-secondary education opportunities, particularly as "First-Time Entering Students - Undergraduates" [2100].

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of high school graduates (e.g., academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)
- region(s) of high school graduates
- reporting unit(s) from which individuals graduated
- curricula completed by high school graduates (e.g., general, college preparatory, commercial/business, vocational, agricultural, other, etc.)
- ratios (e.g., "High School Graduates" [2070]/present 12th grade high school population, "High School Graduates" [2070]/9th grade class of present graduates, etc.)
- high school graduation date
- primary source of control and/or funding of high school graduates' reporting units (e.g., public, private, etc.)

It may also be valuable to have these data for use in enrollment forecasting.

NOTE: County of residence of a high school graduate may not be the same as the county in which the secondary school he/she attended is located.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Program Demand; Student Access

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

Separate tabulations of Graduate Equivalency Diploma (GED) recipients may be desirable.

2080
MEASURE NUMBER

MEASURE NAME High School Graduates - Continuing to Postsecondary Education

DEFINITION

The number of "High School Graduates" [2070] who continue their education in a postsecondary education program or activitiy.

CODES, CATEGORIES, AND COMMENTS

This measure along with the "High School Graduates" [2070] measure should provide an indication of those taking advantage of (i.e., having access to) postsecondary education opportunities, particularly for those who enter a postsecondary institution immediately following high school graduation. If these two measures are used together, overlapping time periods should be used if possible.

For some purposes it may be useful to tabulate or organize these data by:

- postsecondary education programs and activities enrolled in
- region(s) of graduates continuing to postsecondary education
- reporting unit(s) from which individuals graduated
- characteristics of graduates continuing (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, socioeconomic status, etc.)
- ratios (e.g., "High School Graduates - Continuing to Postsecondary Education" [2080]/total number of graduates for the same time period, etc.)
- geographic origin(s) of those continuing
- high school graduation date
- postsecondary education institution size categories

It may also be valuable to have these data for use in enrollment forecasting.

Suggested time frames between secondary education completion and postsecondary education attendance are:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Program Demand; Program Existence and Size; Program Location; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

1) completed secondary education program within last academic year

2) completed secondary education program within last five academic year(s), excluding the last academic year

3) completed secondary education program more than five academic year(s) ago

NOTE: County of residence of a high school graduate may not be the same as the county in which the secondary school he/she attended is located.

Separate tabulations of Graduate Equivalent Diploma (GED) recipients may be desirable.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2100

MEASURE NUMBER

MEASURE NAME First-Time Entering Students - Undergraduate

DEFINITION

The (headcount) number of students who enter any postsecondary education reporting unit at the undergraduate level for the first time, regardless of student loads, with less than one semester (or semester equivalent) of academic credit earned at another reporting unit which is applicable for credit at the reporting unit of current enrollment.

CODES, CATEGORIES, AND COMMENTS

One semester (or semester equivalent) of academic credit earned at other postsecondary education reporting units is equivalent to 75 percent of the normal student load required to complete the student's program of study (whether for credit, noncredit, imputed credit, contact hours, etc.) at the reporting unit (i.e., accepting institution).

The definition and discussion of the lower division category of the glossary term student level should be consulted to ascertain the nature of an undergraduate student. All data from the "First-Time Entering Students - First Professional" [2110] and "First-Time Entering Students - Graduate" [2120] measures should be excluded from this measure.

This measure can be used in student flow analysis and enrollment forecasting.

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- educational background
- student characteristics (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, marital status, socioeconomic status, etc.)
- geographic origin(s)
- students' degree of satisfaction with their educational experiences and their occupational career goals

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- student load(s)

NOTE: It may be difficult to classify individuals as undergraduates if they are nondegree/diploma/certificate students.

2110
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME First-Time Entering Students - First Professional

DEFINITION

The (headcount) number of students who enter any postsecondary education reporting units at the first professional level for the first time, regardless of student loads.

CODES, CATEGORIES, AND COMMENTS

The definition and discussion of the first professional category of the glossary term student level should be consulted, particularly for the handling of students enrolled in preprofessional curricula, to ascertain the nature of a first professional student. All data from the "First-Time Entering Students - Undergraduate" [2100] and "First-Time Entering Students - Graduate" [2120] measures should be excluded from this measure.

This measure can be used in student flow analysis and enrollment forecasting.

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- educational background
- student characteristics (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, marital status, socioeconomic status, etc.)
- geographic origin(s)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals
- student load(s)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked to the first professional portions of the "Continuing Students" [2160], "Readmitted Students" [2170], and "Transfer Students "[2150] measures of this section, and all of the measures of the Enrollment section of the Inventory.

STATEWIDE MEASURES INVENTORY

2120
MEASURE NUMBER

MEASURE NAME First-Time Entering Students - Graduate

DEFINITION

The (headcount) number of students who enter any postsecondary education reporting units at the graduate level for the first time, regardless of student loads.

CODES, CATEGORIES, AND COMMENTS

Any students who attended the present reporting unit as an undergraduate will still be classified as a first-time entering graduate student when first admitted to this program level.

The definitions and discussion of the graduate I and graduate II categories of the glossary term student level should be consulted to ascertain the nature of a graduate student. All data on the "First-Time Entering Students - Undergraduate" [2100] and "First-Time Entering Students - First Professional" [2110] measures should be excluded from this measure.

This measure can be used in student flow analysis and enrollment forecasting.

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- previous postsecondary education institutions and learning centers attended
- student status
- educational background
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- geographic origin(s)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- student load(s)

NOTE: This measure should be linked to the "Applicants to Postsecondary Education Programs and/or Acitvities" [2030] and "Postsecondary Education Applicants Accepted" [2050] measures and the graduate portions of the "Continuing Students" [2160], "Readmitted Students" [2170], and "Transfer Students" [2150] measures of this section, and all of the measures of the Enrollment section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2150
MEASURE NUMBER

MEASURE NAME Transfer Students

DEFINITION

The (headcount) number of students enrolled in a reporting unit for the first time with one semester credit (or semester credit equivalent) or more of academic credit earned at another postsecondary education institution which is applicable for credit at the current reporting unit in a program or course of study at the same program level.

CODES, CATEGORIES, AND COMMENTS

Those students who enroll for a second time in the current reporting unit at the same program level as in their original attendance, after having withdrawn and enrolled in another postsecondary education institution where they were awarded a degree/diploma/certificate, and are not given any credit toward their present program or course of study for their previous efforts in the current reporting unit should be considered as Transfer Students. Also, those students who are returning and enrolling in a program or course of study at a higher program level, and don't qualify as "First-Time Entering Students - First Professional" [2110] or "First-Time Entering Students - Graduate" [2120] should be considered as Transfer Students.

For some purposes it may be useful to tabulate or organize these data by:

- names of postsecondary education institutions or learning centers last attended
- student status
- enrollment status
- ratios (e.g., "Transfer Students" [2150]/"Student Enrollment - Headcount" [5010], etc.)
- programs and activities enrolled in
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impacts; Differentiation and Articulation; Student Aid

SOURCES

DATE ISSUED

June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- date of last attendance at any postsecondary education institution

NOTE: This measure should be linked to "Readmitted Students" [2170] and "Discontinuing Students" [2180] measures.

STATEWIDE MEASURES INVENTORY

2160
MEASURE NUMBER

MEASURE NAME Continuing Students

DEFINITION

The (headcount) number of students enrolled in the reporting unit at a defined subsequent regular session who are continuing toward their program objective, regardless of student levels or program levels at a particular period in time.

CODES, CATEGORIES, AND COMMENTS

This measure excludes first-time entering, transfer, and readmitted students.

This measure can be used in student flow analysis and enrollment forecasting.

Continuing students are those students enrolled in a particular term who were enrolled also in:

(a) the previous semester if the reporting unit is on a semester system without a regular session in the summer or without a summer session;

(b) at least one of the previous two terms if the reporting unit is on a semester system which considers a summer session as a regular session (see NOTE);

(c) the previous semester if the reporting unit is on a 4-1-4 system;

(d) at least one of the two previous terms if the reporting unit is on a trimester system;

(e) the previous quarter if the reporting unit is on a quarter system with three quarters and without a regular session in the summer or without a summer session;

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impact, Differentiation and Articulation; Student Aid

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

(f) at least one of the two previous terms if the reporting unit is on a quarter system with four quarters or three quarters and a summer session where the summer session is considered a regular session (see NOTE).

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- enrollment status
- ratios (e.g., "Continuing Students" [2160]/"Student Enrollment - Headcount" [5010], etc.)
- student load(s)
- degree of students' satisfaction with their educational experiences and their progress in achieving occupational career goals
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)

NOTE: If the summer session is divided into a number of parts, attendance during one part constitutes enrollment for the term.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2170
MEASURE NUMBER

MEASURE NAME Readmitted Students

DEFINITION

The (headcount) number of students who withdraw from the reporting unit and later return and enroll to continue or complete a postsecondary education program or course of study, and do not qualify as "Continuing Students" [2160].

CODES, CATEGORIES, AND COMMENTS

Those students who enroll again at the current reporting unit to continue, complete, or start another postsecondary education program or course of study at the same program level, who previously were enrolled at this reporting unit but in the interim enrolled in another postsecondary education institution, should be included in this measure if they:

(1) were not awarded a degree/diploma/certificate at the other institution;

(2) were awarded a degree/diploma/certificate at the other institution, but are being given credit for some or all of the work they previously completed at the current reporting unit in their new program or course of study at the same program level. If they are not given any credit for previous work in the current reporting unit, they should be considered as "Transfer Students" [2150].

If they did not receive a degree/diploma/certificate and were enrolled at the other postsecondary education institution for a special session (e.g., summer session) they may appropriately be considered as "Continuing Students" [2160] rather than readmitted students.

This measure is also intended to include those students who received a degree/diploma/certificate at the present reporting unit and who later returned to start another postsecondary education program or course of study at the same program level (e.g., another master's degree) who because of the time lapse

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impacts; Differentiation and Articulation; Student Aid

SOURCES

DATE ISSUED June 1974

STUDENT ACCESS

CODES, CATEGORIES, AND COMMENTS (continued)

cannot be classified as "Continuing Students" [2160].

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- enrollment status
- ratios (e.g., "Readmitted Students" [2170]/"Student Enrollment - Headcount" [5010], etc.)
- student level(s)
- student load(s)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals
- length of time since initial discontinuance (may be able to isolate, in the short-term, stopout students from dropout students)
- reasons for initial discontinuance
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, etc.)

NOTE: This measure should be linked to the "Transfer Students" [2150] and "Discontinuing Students" [2180] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2180

MEASURE NUMBER

STUDENT ACCESS

MEASURE NAME

Discontinuing Students

DEFINITION

The (headcount) number of students enrolled in one regular session and not the next at the reporting unit.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of those students who leave the reporting unit between regular sessions(including those students who leave their programs or courses of study after, or prior to, completion).

This measure would include students who may later return to the reporting unit at the same program level and be classified as continuing students or readmitted students. This measure and the "Continuing Students" [2160] measure are not meant to be on a continuum where once a student has been classified as a discontinuing student he can not at a later time be classified as a continuing student.

This measure can be used in student flow analysis and enrollment forecasting.

For some purposes it may be useful to tabulate or organize these data by:

- programs, courses of study, and activities enrolled in at last attendance
- ratios (e.g., "Discontinuing Students" [2180]/"Student Enrollment - Headcount" [5010], total (headcount) number of students leaving prior to receiving a degree/diploma/certificate/"Student Enrollment - Headcount" [5010] during a particular term or academic year, etc.)
- former students' degree of satisfaction with their educational experience and their progress in achieving occupational career goals
- termination status--student
- reasons for not continuing if on clear status

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impacts; Differentiation and Articulation; Manpower

SOURCES

DATE ISSUED

June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)
- number of students receiving degree(s)/diploma(s)/certificate(s) within a particular time period
- number and percentage of students [with or without degree(s)/diploma(s) certificate(s)] surveyed who received the job of their first choice and/or in their major field of study
- time of discontinuance (e.g., during a term, at the end of a term, etc.)
- degree of satisfaction of employers with former students' performances on the job

2200
MEASURE NUMBER

MEASURE NAME Student Migrations - Intrastate

DEFINITION

The (headcount) number of students who have their legal residence in one defined region of a state, and attend programs and activities of postsecondary education reporting units in a different defined region in the same state.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the mobility of one region's population to postsecondary education programs and activities in another region.

For some purposes it may be useful to tabulate or organize these data by:

- region(s)
- student level(s)
- programs and activities enrolled in
- geographic origin
- student load(s)
- enrollment status
- student characteristics (e.g., age, sex, ethnic status, academic achievement and/or aptitude scores, marital status, etc.)
- ratios (e.g., "Student Migrations - Intrastate" [2200]/total postsecondary education enrollment in reporting region, etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- legal identity of reporting unit

NOTE: These data should be based on the student's legal residence and not on his/her institutionally defined residency classification for tuition and fees assessment.

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Demand; Student Access; Differentiation and Articulation; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

MEASURE NAME Student Migrations - Interstate

DEFINITION

The (headcount) number of students who have their legal residence in one state and attend programs and activities of postsecondary education reporting units in a different state.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the mobility of one state's population for postsecondary education programs and activities in another state. The "Transfer Students" [2150] measure deals with the same general concept in a slightly different way.

For some purposes it may be useful to tabulate or organize these data by:

- region(s)
- student level(s)
- student load(s)
- enrollment status
- geographic origin
- programs and activities enrolled in
- ratios (e.g., "Student Migrations - Interstate" [2210]/total enrollment by reporting unit, program, or activity enrolled in, by state, etc.)
- student characteristics (e.g., age, sex, ethnic status, academic achievement and/or aptitude scores, marital status, etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- legal identity of reporting unit

NOTE: These data should be based on the student's legal residence and not on his/her institutionally defined residency classification for tuition and fees assessment.

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Demand; Student Access; Manpower

SOURCES

Department of Health, Education and Welfare

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

2250
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Financial Aid - Total

DEFINITION

The total dollars made available to all students at a reporting unit for financial assistance, either awarded by and/or administered through the institution, regardless of the source(s) of funds.

CODES, CATEGORIES, AND COMMENTS

Included in this measure would be scholarships and fellowships, student aid grants and other than scholarships or fellowships; loans; and work/study assistance.

Where services are required in exchange for the financial assistance, as in the Federal College Work-Study program and teaching or research assistantships, the charges should be classified initially in the accounting records of the institution as expenses of the department or organizational unit for which the service is rendered and included in this measure. Loans to students are not expenditures but constitute a conversion of cash to receivables in the loan funds group. The sum of monies associated with this measure is, therefore, a derived figure and will not be maintained solely in the current funds group or any other single fund group.

For some purposes it may be useful to tabulate or organize these data by:

- types of financial aid (e.g., scholarships and fellowships, loans, and work/study assistance)
- reasons and bases for aid (e.g., need, achievement, special purpose, etc.)
- ratios (e.g., number of recipients/number of applicants, "Financial Aid - Total" [2250]/total number of recipients, "Financial Aid - Total [2250]/number of student load units recipients have enrolled in, etc.)
- student level(s) of recipients

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Organizational Unit Impacts; Operational Funding; Revenue Analysis; Student Aid

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- characteristics of applicants and recipients (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)
- geographic origin(s) of applicants and recipients
- recipients' programs and courses of study
- sources of funding for financial aid awarded (e.g., federal, state, institution, gifts, etc.)

NOTE: It may be expected that some, if not most, of the dollars collected for this measure will be counted also and included in other expenditure measures of the Finances section; hence double accounting is likely, and the dollar amounts involved should be so noted.

This measure should be linked to the "Scholarship and Fellowship Expenditures" [6 0] and "Total Current Funds Expenditures" [6310] measures.

Additional discussion can be found in the scholarships and fellowships; loans; and work/study assistance items in the Glossary. It is recommended that the "Report of the Joint Accounting Group" (1974) and the "Higher Education Finance Manual" (Collier, 1974) be consulted for further clarification.

MEASURE NAME Average Cost to Student - Total

DEFINITION

The average sum of the out-of-pocket and present value of foregone income costs incurred by a student enrolled at the reporting unit in a particular program and/or activity for a specified period of time, usually an academic year.

CODES, CATEGORIES, AND COMMENTS

This measure is the sum of the "Average Incurred Cost to Student - Out-of-Pocket" [2310] and "Average Cost to Student - Present Value of Foregone Income" [2320] measures.

For some purposes it may be useful to tabulate or organize these data by:

- types of educational expenditures (e.g., tuition and fees, supplies and materials, books, etc.)
- subsistence costs (e.g., room, board, etc.)
- student level(s)
- geographic origin(s)
- programs and activities that students are enrolled in
- student load(s)
- postsecondary education institution size categories

NOTE: This measure should be linked to the "Average Incurred Cost to Student - Out-of-Pocket" [2310] and "Average Cost to Student - Present Value of Foregone Income" [2320] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Student Access; Student Aid

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

2310

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

STUDENT ACCESS

MEASURE NAME

Average Incurred Cost to Student - Out-of-Pocket

DEFINITION

The average out-of-pocket costs incurred by a student enrolled at the reporting unit in a particular program and/or activity for a specified period of time, usually an academic year.

CODES, CATEGORIES, AND COMMENTS

This measure should not include expenditures for such items as recreation, entertainment, travel for pleasure, etc. It should include items such as tuition and fees, room and board, required travel to and from home, books, educational supplies and materials, laundry, and other necessary living and educational expenses.

Expenses the student has incurred which are defrayed by financial assistance to the student (see "Financial Aid - Total" [2250]) should still be included in the determination of this measure.

For some purposes it may be useful to tabulate or organize these data by:

- types of educational expenditures (e.g., tuition and fees, supplies and materials, books, etc.)
- subsistence costs (e.g., room, board, etc.)
- student load(s)
- student level(s)
- geographic origin(s)
- programs and/or activities that students are enrolled in

NOTE: This measure should be linked to the "Average Cost to Student - Total" [2300] and "Average Cost to Student - Present Value of Foregone Income" [2320] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Student Access; Student Aid

SOURCES

DATE ISSUED

June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2320

MEASURE NUMBER

MEASURE NAME Average Cost to Student - Present Value of Foregone Income

DEFINITION

The present value of income that a student would lose because he or she was enrolled in an educational program and/or activity for a specified period of time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the average additional earnings (e.g., income) that might have been realized by a student, if he or she had been employed. Further, since it is believed that students implicitly determine the present value of foregone income figures for themselves, it is hoped that this measure will provide some insights into the factors considered by individuals in making decisions to apply and enroll in postsecondary education programs and activities.

The computational formula recommended is to be found in the Glossary under the term present value of foregone income.

For some purposes it may be useful to tabulate or organize these data by:

- various employment options available to the student if not enrolled in an educational program and/or activity
- different discount rates
- student load(s)
- student level(s)
- programs and/or activities enrolled in
- student characteristics (e.g., age, sex, ethnic status, etc.)
- geographic origin(s) of those enrolled

NOTE: The discount rate utilized in computing the present value of foregone income should be set at least as high as current bank interest rates

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Student Access; Student Aid

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

and should be documented conspicuously. If interstate, interinstitutional, or interprogram comparisons are to be made, the discount rates should be the same in all cases.

This measure should be linked to the "Average Cost to Student - Total" [2300] and "Average Incurred Cost to Student - Out-of-Pocket" [2310] measures.

MANPOWER

The measures in this section of the Inventory are related to the supply of and demand for persons with specific or general aptitudes, skills, and training. To the extent that reliable data corresponding to these measures can be collected, they can provide a partial basis for postsecondary education planning. Specifically, education planners may use data on the supply of, and demand for, trained manpower to identify programs, courses of study, and activities that could be added or deleted, expanded or contracted, by various postsecondary education institutions and learning centers within a state. These measures may provide a means for more closely linking postsecondary education decisions made by the state, institutions, individuals, etc., with occupational needs and decisions.

Some of the data about manpower suggested in these measures may not be readily available or collectable, particularly those data related to the manpower requirements. These measures have been included despite this question of feasibility in the hope that further interest will be stimulated in the implementation of measurement and data collection procedures in this area.

Several indirect measures of relevant manpower supply/demand (e.g., "National Occupational Earnings - Average" [3310], etc.) have been included since they can probably be implemented with existing methodologies and capabilities. Their uses and interpretations are discussed in the codes, categories, and comments portions of the relevant measures.

Several technical considerations should be kept in mind by users of these measures:

1) Standard occupation and industry classification systems should be used. It is recommended that the "Vocational Education and Occupations" handbook (Office of Education, 1969), the "Classified Index of Occupations" (U.S. Bureau of the Census, 1970), and the "Dictionary of Occupational Titles" (U.S. Manpower Administration, 1965) be used as standards.

2) Common time frames should be used for collecting and reporting these manpower data.

3) If statistical sampling procedures are used in the collection of data, the procedures should be carefully documented.

National Center for Higher Education Management Systems

3010
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME National Manpower Requirement - Total

DEFINITION

The estimated number of individuals required for all types of employment, however defined, throughout the nation for a particular period of time.

CODES, CATEGORIES, AND COMMENTS

To facilitate the use of this information in educational planning the educational background categories should correspond closely to the characteristics of existing or planned instructional programs, courses of study, and/or activities.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- region(s) with projected manpower requirements
- ratios (e.g., "National Civilian Labor Force - Total" [3110]/ "National Manpower Requirement - Total" [3010] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed by occupation
- work experience backgrounds of the employed by occupation
- time frames utilized in the estimates (e.g., present, 1-3 years in the future, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: The time horizons to be considered for estimating future national manpower requirements will depend on such things as the lead time necessary to make adjustments in programs, the availability of substitutes in the job market, mobility of the labor force, etc.

This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

Program Existence and Size; Program Demand; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

3030
MEASURE NUMBER

MEASURE NAME State Manpower Requirement - Total

DEFINITION

The estimated number of individuals required for all types of employment, however defined, within the state for a particular period of time.

CODES, CATEGORIES, AND COMMENTS

To facilitate the use of this information in educational planning the educational background categories should correspond closely to the characteristics of existing or planned instructional programs, courses of study, and/or activities.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- region(s) with projected manpower requirements
- ratios (e.g., "State Civilian Labor Force - Total" [3130]/"State Manpower Requirement - Total" [3030], "State Civilian Labor Force - Employed" [3230]/ "State Manpower Requirement - Total" [3030] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed by occupation
- work experience background of the employed by occupation
- time frames utilized in the estimates (e.g., present, 1-3 years in the future, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: The time horizons to be considered for estimating future state manpower requirements will depend on such things as the lead time necessary to make adjustments in programs, the availability of substitutes in the job market, mobility of the labor force, etc.

This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

3050
MEASURE NUMBER

MEASURE NAME Local Manpower Requirement - Total

DEFINITION

The estimated number of individuals required for all types of employment, however defined, within a defined local region for a particular period of time.

CODES, CATEGORIES, AND COMMENTS

To facilitate the use of this information in educational planning the educational background categories should correspond closely to the characteristics of existing or planned instructional programs, courses of study, and/or activities.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- region(s) with projected manpower requirements
- ratios (e.g., "Local Civilian Labor Force - Total" [3150]/"Local Manpower Requirement - Total" [3050] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed by occupation
- work experience backgrounds of the employed by occupation
- time frames utilized in the estimates (e.g., present, 1-3 years in the future, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: The time horizons to be considered for estimating future local manpower requirements will depend on such things as the lead time necessary to make adjustments in programs, the availability of substitutes in the job market, mobility of the labor force, etc.

This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

3110
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME National Civilian Labor Force - Total

DEFINITION

The total number of persons in the nation sixteen years of age and over who are either working, unemployed non-job seekers (temporarily absent from a job or not actively seeking work because of vacation, illness, bad weather, temporary layoff, or labor dispute), or unemployed job seekers, with seasonal adjustments for a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the human resources in the nation potentially available for employment.

Not included in the civilian labor force are members of the Armed Forces, persons sixteen years of age and over doing incidental unpaid work on a family farm or business (less than 15 hours during the reference week), students, housewives, retired workers, seasonal workers enumerated in an off season who are not looking for work, inmates of institutions, and persons who cannot work because of long-term physical or mental illness or disability.

For this measure, employed persons are to be reported by their major occupation (greatest number of hours worked during reference week); experienced unemployed persons are to be reported by their last occupation; and all other persons are to be reported as unemployed, without reference to an occupation.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- educational backgrounds of those in the civilian labor force
- work experience backgrounds of those in the civilian labor force
- population characteristics of civilian labor force (e.g., age, sex, ethnic status, etc.)
- average number of hours of work for a particular period of time for a defined group of employees (e.g., number of hours worked per week, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

Department of Labor

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

National Center for Higher Education Management Systems

3130

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME State Civilian Labor Force - Total

DEFINITION

The total number of persons within the state sixteen years of age and over who are either working, unemployed non-job seekers (temporarily absent from a job or not actively seeking work because of vacation, illness, bad weather, temporary layoff, or labor dispute), or unemployed job seekers, with seasonal adjustments for a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the human resources in a state potentially available for employment.

Not included in the civilian labor force are members of the Armed Forces, persons sixteen years of age and over doing incidental unpaid work on a family farm or business (less than 15 hours during the reference week), students, housewives, retired workers, seasonal workers enumerated in an off season who are not looking for work, inmates of institutions, and persons who cannot work because of long-term physical or mental illness or disability.

For this measure, employed persons are to be reported by their major occupation (greatest number of hours worked during reference week); experienced unemployed persons are to be reported by their last occupation; and all other persons are to be reported as unemployed, without reference to an occupation.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- educational backgrounds of those in the civilian labor force
- work experience backgrounds of those in the civilian labor force
- population characteristics of civilian labor force (e.g., age, sex, ethnic status, etc.)
- average number of hours of work for a particular period of time for a defined group of employees (e.g., number of hours worked per week, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

Department of Labor

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

3150
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Local Civilian Labor Force - Total

DEFINITION

The total number of persons within a defined local region sixteen years of age and over who are either working, unemployed non-job seekers (temporarily absent from a job or not actively seeking work because of vacation, illness, bad weather, temporary layoff, or labor dispute), or unemployed job seekers, with seasonal adjustments for a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the human resources in a defined local region potentially available for employment.

Not included in the civilian labor force are members of the Armed Forces, persons sixteen years of age and over doing incidental unpaid work on a family farm or business (less than 15 hours during the reference week), students, housewives, retired workers, seasonal workers enumerated in an off season who are not looking for work, inmates of institutions, and persons who cannot work because of long-term physical or mental illness or disability.

For this measure, employed persons are to be reported by their major occupation (greatest number of hours worked during reference week); experienced unemployed persons are to be reported by their last occupation; and all other persons are to be reported as unemployed, without reference to an occupation.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- educational backgrounds of those in the civilian labor force
- work experience backgrounds of those in the civilian labor force
- population characteristics of civilian labor force (e.g., age, sex, ethnic status, etc.)
- average number of hours of work for a particular period of time for a defined group of employees (e.g., number of hours worked per week, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

Department of Labor

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

3210
MEASURE NUMBER

MEASURE NAME National Civilian Labor Force - Employed

DEFINITION

The total number of persons of the "National Civilian Labor Force - Total" [3110] who are working, with seasonal adjustments for a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of the human resources of the nation. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- ratios (e.g., "National Civilian Labor Force - Employed" [3210]/ "National Civilian Labor Force - Total" [3110] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed
- work experience backgrounds of the employed
- characteristics of the employed (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

Department of Labor

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

3230
MEASURE NUMBER

MEASURE NAME State Civilian Labor Force - Employed

DEFINITION

The total number of persons of the "State Civilian Labor Force - Total" [3130] who are working, with seasonal adjustments for a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of the human resources of a state. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- ratios (e.g., "State Civilian Labor Force - Employed" [3230]/"State Civilian Labor Force - Total" [3130] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed
- work experience backgrounds of the employed
- characteristics of the employed (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

Department of Labor

DATE ISSUED June 1974

MANPOWER

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

3250

MEASURE NUMBER

MEASURE NAME Local Civilian Labor Force - Employed

DEFINITION

The total number of persons of the "Local Civilian Labor Force - Total" [3150] who are working, with seasonal adjustments for a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of the human resources of a defined local region. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- ratios (e.g., "Local Civilian Labor Force - Employed" [3250]/"Local Civilian Labor Force - Total" [3150] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed
- work experience backgrounds of the employed
- characteristics of the employed (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower Section.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Student Access; Program Impacts; Manpower

SOURCES

Department of Labor

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

3310

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME National Occupational Earnings - Average

DEFINITION

The total compensation dollars received by all employees for all types of employment of all occupations, divided by the total number of employees of all occupations for the nation over a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be used as an indication of the relative earning power of the human resources of the nation, and of labor shortages and surpluses that might exist. Various aggregations of these data may provide general indicators of the estimated starting compensation levels for different occupations and/or industries and the likely movement (including direction and rate of change) of compensation in these same areas for some future time periods.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- various time periods
- ratios (e.g., "National Occupational Earnings - Average" [3310] for some past time period(s) by major occupation and/or industry groupings, etc.)
- educational backgrounds of various employees
- characteristics of employees (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

MANPOWER

3330
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME State Occupational Earnings - Average

DEFINITION

The total compensation dollars received by all employees for all types of employment of all occupations, divided by the total number of employees of all occupations for a state over a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be used as an indication of the relative earning power of the human resources of a state, and of labor shortages and surpluses that might exist. Various aggregations of these data may provide general indicators of the estimated starting compensation levels for different occupations and/or industries and the likely movement (including direction and rate of change) of compensation in these same areas for some future time periods.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- various time periods
- ratios (e.g., "State Occupational Earnings - Average" [3330] for some past time period(s) by major occupation and/or industry groupings, etc.)
- educational backgrounds of various employees
- characteristics of employees (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

3350
MEASURE NUMBER

MEASURE NAME Local Occupational Earnings - Average

DEFINITION

The total compensation dollars received by all employees for all types of employment of all occupations, divided by the total number of employees of all occupations for a defined local region over a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be used as an indication of the relative earning power of the human resources of a defined local region, and of labor shortages and surpluses that might exist. Various aggregations of these data may provide general indicators of the estimated starting compensation levels for different occupations and/or industries and the likely movement (including direction and rate of change) of compensation in these same areas for some future time periods.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- various time periods
- ratios (e.g., "Local Occupational Earnings - Average" [3350] for some past time period(s) by major occupation and/or industry groupings, etc.)
- educational backgrounds of various employees
- characteristics of employees (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

3410
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME National Occupational Turnover Rate

DEFINITION

The number of wage and salary workers who move into and out of their employed status with respect to individual establishments divided by the total number of wage and salary workers employed by all individual establishments throughout the nation, with seasonal adjustments for a given time period, usually a calendar month.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relative mobility of human resources. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

Data from the "National Civilian Labor Force - Employed" [3210] measure may be used to determine the total number of employed individuals for all occupations needed to develop this rate.

There are two broad types of employed status:

Accessions: The total number of permanent and temporary additions to the employment roll, including both new and rehired employees.

Separations: The total number of terminations of employment initiated by either employer or employee.

For some purposes it may be useful to tabulate or organize these data by:

- types of accessions (e.g., new hires, etc.)
- types of separations (e.g., quits, layoffs, etc.)
- major occupation and/or industry groupings
- ratios (e.g., "National Occupational Turnover Rate" [3410] by major occupation and/or industry groups per 100 employees, "Occupational Turnover Rate" [3410] between major occupation and/or industry groups, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

Bureau of Labor Statistics

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- educational backgrounds of those who leave employment
- characteristics of those leaving employment (e.g., age, sex, ethnic status, etc.)
- occupational workloads of those leaving employment (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

STATEWIDE MEASURES INVENTORY

3430
MEASURE NUMBER

MEASURE NAME State Occupational Turnover Rate

DEFINITION

The number of wage and salary workers who move into and out of their employed status with respect to individual establishments divided by the total number of wage and salary workers employed by all individual establishments throughout the state, with seasonal adjustments for a given time period, usually a calendar month.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relative mobility of human resources. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

Data from the "State Civilian Labor Force - Employed" [3230] measure may be used to determine the total number of employed individuals for all occupations needed to develop this rate.

Accessions: The total number of permanent and temporary additions to the employment roll, including both new and rehired employees.

Separations: The total number of terminations of employment initiated by either employer or employee.

For some purposes it may be useful to tabulate or organize these data by:

- types of accessions (e.g., new hires, etc.)
- types of separations (e.g., quits, layoffs, etc.)
- major occupation and/or industry groupings
- ratios (e.g., "State Occupational Turnover Rate" [3430] by major occupation and/or industry groups per 100 employees, "State Occupational Turnover Rate" [3430] between major occupation and/or industry groups, etc.)
- educational backgrounds of those who leave employment

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

Bureau of Labor Statistics

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- characteristics of those leaving employment (e.g., age, sex, ethnic status, etc.)
- occupational workloads of those leaving employment (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

3450

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Local Occupational Turnover Rate

DEFINITION

The number of wage and salary workers who move into and out of their employed status with respect to individual establishments divided by the total number of wage and salary workers employed by the individual establishments throughout a defined local region, with seasonal adjustments for a given time period, usually a calendar month.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relative mobility of human resources. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

Data from the "Local Civilian Labor Force - Employed" [3250] measure may be used to determine the total number of employed individuals for all occupations needed to develop this rate.

There are two broad types of employed status:

Accessions: The total number of permanent and temporary additions to the employment roll, including both new and rehired employees.

Separations: The total number of terminations of employment initiated by either employer or employee.

For some purposes it may be useful to tabulate or organize these data by:

- types of accessions (e.g., new hires, etc.)
- types of separations (e.g., quits, layoffs, etc.)
- major occupation and/or industry groupings
- ratios (e.g., "Local Occupational Turnover Rate" [3450] by major occupation and/or industry groups per 100 employees, "Local Occupational Turnover Rate" [3450] between major occupation and/or industry groups, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

Bureau of Labor Statistics

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- educational backgrounds of those who leave employment
- characteristics of those leaving employment (e.g., age, sex, ethnic status, etc.)
- occupational workloads of those leaving employment (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section.

PROGRAMS

The measures in this section describe the instruction, organized research, and public service programs and activities offered by a reporting unit, including their attributes and many of their direct and indirect outcomes and impacts. The "Program Measures" document (Topping and Miyataki, 1973) should be consulted for additional insights into this area.

To develop the measures in this section appropriately and effectively, various standardized tests, coding schemes, taxonomies, and student surveys over common time periods may be required. It is recommended that nationally recognized tests, taxonomies, and surveys be used whenever possible.

Most of the outcome indicators included in this section have not been extensively tested and scrutinized by state-level planners and decision makers, but are presently being pilot tested as part of the NCHEMS Outcomes of Postsecondary Education project (see "An Introduction to the Identification and Uses of Higher Education Outcome Information" [Micek and Wallhaus, 1973]). From these pilot test efforts and the field review of this document it is likely that some modifications and adjustments may be made to the outcome indicators included in this section.

PROGRAMS

National Center for Higher Education Management Systems

4010

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

PROGRAMS

MEASURE NAME Instruction Programs, Courses of Study, and Activities

DEFINITION

An inventory of the names of all the instruction programs, courses of study, and activities offered by reporting units that lead to distinct types of completions or objectives (e.g., degree(s)/diploma(s)/certificate(s), etc.) for a particular time period. The type(s) of completions attainable should be specified also.

CODES, CATEGORIES, AND COMMENTS

This measure should provide a list of all the degree/diploma/certificate programs and courses of study offered by the reporting unit. It also should include those programs, courses of study, and activities that do not award degree(s)/diploma(s)/certificate(s) upon completion, but do lead to a defined objective. This measure should not be a list of all the courses offered by a reporting unit.

Although institutional or state designations for programs, courses of study, and activities could be utilized, the "Taxonomy of Postsecondary Education Subject Matter Areas" (McLaughlin and Wing, 1974) and the Glossary definitions for degree(s)/diploma(s)/certificate(s) are recommended.

For some purposes it may be useful to tabulate or organize these date by:

- types of completions or objective(s)
- region(s) where instruction programs, courses of study, and activities are offered
- attributes of programs, courses of study, and activities (e.g., for credit or noncredit, etc.)
- methods of instruction (e.g., lecture, laboratory, independent study, etc.)
- student status
- characteristics of those enrolled (e.g., sex, ethnic status, marital status, etc.)
- ratios (e.g., number of nondegree/diploma/certificate students enrolled in degree/diploma/certificate programs/total number of students enrolled

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Location; Student Access; Organizational Unit Costs; Program Costs; Differentiation and Articulation; Program Priorities; Manpower

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

in those same programs, etc.)
- postsecondary education institution size categories
- outcomes of educational activities

NOTE: Additional discussion of the types of programs, courses of study, and activities to be included in this measure can be found in the Program Classification Structure (PCS) categories and primary programs of the Glossary.

Programs, courses of study, and activities that are part of the "Organized Research Programs and Activities" [4050] or "Public Service Programs and Activities" [4110] measures should be separately identified to the extent possible. Situations in which joint production exists should also be separately identified.

This measure should be linked to the "Instruction Programs, Courses of Study, and Activities - Completions" [4030] measure.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

4030

MEASURE NUMBER

PROGRAMS

MEASURE NAME Instruction Programs, Courses of Study, and Activities - Completions

DEFINITION

The total number of students who complete or attain the objective(s) of each of the instruction programs, courses of study, and activities at the reporting unit for a particular time period. The type(s) of completions received also should be specified.

CODES, CATEGORIES, AND COMMENTS

This measure provides data about the number of students who complete degree/diploma/certificate programs, and about the number of students who complete programs, courses of study, and activities for which degrees/diplomas/certificates are not awarded. In a more general sense it provides information about the reservoir of knowledgeable individuals upon which society might rely to handle its increasingly complex problems, and the fit between the needs of society and the response(s) of the postsecondary education community.

For some pusposes it may be useful to tabulate or organize these data by:

- number of completions by program name and award type within a particular time period
- ratios (e.g., number of student completions/number of students of their entering class after a specified period of time, normal time to complete a student program/average amount of time for a student to earn a degree/diploma/certificate, etc.)
- average amount of time for a student to earn a degree/diploma/certificate
- number and percentage of award recipients working toward or receiving another degree/diploma/certificate after a certain time period following receipt of the initial award as a percentage of their entering and exiting class
- number and percentage of award recipients surveyed seeking employment and/or employed, by priority of job choice (e.g., first choice, second choice, etc.), states involved, starting salary, occupational workload, and whether or not jobs involved are related to their major field of study

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Demand; Student Access; Program Costs; Organizational Unit Impacts; Program Impacts; Program Priorities; Manpower

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- number and percentage of award recipients surveyed seeking admission and/or admitted to another postsecondary education program, by institution name, programs, courses of study, and activities and type of degree(s)/diploma(s)/certificate(s), (if appropriate) to be earned
- characteristics of completers (e.g., age, sex, ethnic status, marital status, etc.)
- residency status of completers (see "In-State Students" [5150] and "Out-of-State Students" [5170])
- region(s) where instruction programs, courses of study, and activities were completed
- outcomes of educational activities

NOTE: Completion of programs, courses of study, and activities that are joint products with the "Organized Research Programs and Activities - Completions" [4070] or "Public Service Programs and Activities - Completions" [4130] should be separately identified.

This measure should be linked to the "Instruction Programs, Courses of Study, and Activities" [4010] measure.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

STATEWIDE MEASURES INVENTORY

4050
MEASURE NUMBER

MEASURE NAME Organized Research Programs and Activities

DEFINITION

An inventory of the names of all the organized research programs and activities at the reporting unit which were established to produce distinct research outcomes commissioned by an agency either external to the reporting unit or authorized by an organizational unit within the reporting unit, for a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure should provide a list of all the organized research programs and activities presently being carried on at the reporting unit. Although institutional or state designations could be utilized for this measure, the "Taxonomy of Postsecondary Education Subject Matter Areas" (McLaughlin and Wing, 1974) is recommended for coding purposes where appropriate.

For some purposes it may be useful to tabulate or organize these data by:

- outcomes expected
- research emphasis (e.g., basic or applied)
- region(s) of organized research programs and activities
- participants involved (e.g., staff, students, etc.)
- sources of funding for organized research programs and activities (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

NOTE: Additional discussion of the types of programs and activities to be included in this measure can be found in the Program Classification Structure (PCS) categories and primary programs of the Glossary. Those programs and activities included in this measure that have joint products with the "Instruction Programs, Courses of Study, and Activities" [4010] or "Public Service Programs and Activities" [4110] measures should be separately identified if possible.

This measure should be linked to the "Organized Research Programs and Activities - Completions" [4070] measure.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Location; Organizational Unit Costs; Differentiation and Articulation; Program Priorities

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

4070

MEASURE NUMBER

MEASURE NAME Organized Research Programs and Activities - Completions

DEFINITION

The total number of organized research programs and activities completed at the reporting unit in a particular time period, usually the fiscal year.

CODES, CATEGORIES, AND COMMENTS

Appropriate indicators of organized research program or activity completions might be: issuance of reports; degree of completion of project objective(s); formal articles and other publications; patents; prototype equipment built and operating; computer programs written and made available; etc.

For some purposes it may be useful to tabulate or organize these data by:

- number of completions by program name and type of completion
- research emphasis (e.g., basic or applied)
- region(s) where organized research programs and activities were completed
- participants involved (e.g., staff, students, etc.)
- sources of funding for organized research programs and activities completed (e.g., federal, state, gifts, etc.)
- time periods
- outcomes of educational activities

NOTE: Completions that are joint projects with "Instruction Programs, Courses of Study, and Activities - Completions" [4030] or "Public Service Programs and Activities - Completions" [4130] measures should be separately identified if possible.

This measure should be linked to the "Organized Research Programs and Activities" [4050] measure.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" [Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Demand; Program Costs; Organizational Unit Impacts; Program Impacts; Program Priorities

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

4110

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Public Service Programs and Activities

DEFINITION

An inventory of the names of all the public service programs and activities to which the reporting unit makes available resources to produce services that are beneficial to individuals and groups external to the reporting unit for a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the ability, willingness, and commitment of the reporting unit to provide public service primarily to individuals and groups external to the reporting unit (i.e., those not among the primary target audience of the reporting unit).

Although institution or state designations could be utilized for these programs and activities, the "Taxonomy of Postsecondary Education Subject Matter Areas" (McLaughlin and Wing, 1974) is recommended for coding purposes wherever appropriate.

For some purposes it may be useful to tabulate or organize these data by:

- headcount number of participants
- region(s) of public service programs and activities
- attributes of programs and activities (e.g., for credit or noncredit, etc)
- characteristics of participants (e.g., age, sex, ethnic status, marital status, etc.)
- sources of funding for public service programs and activities (e.g., federal, state, gifts, etc.)
- time periods
- postsecondary education institution size categories

NOTE: Additional discussion of the types of programs and activities to be included in this measure can be found in the Program Classification

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Location; Organizational Unit Costs; Differentiation and Articulation; Program Priorities

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

Structure (PCS) categories and primary programs of the Glossary.

Those programs and activities included in this measure that have joint products with the "Instruction Programs, Courses of Study, and Activities" [4010] or "Organized Research Programs and Activities" [4050] measures should be separately identified if possible.

This measure should be linked to the "Public Service Programs and Activities - Completions" [4130] measure.

4130
MEASURE NUMBER

MEASURE NAME Public Service Programs and Activities - Completions

DEFINITION

The total number of public service programs and activities completed at the reporting unit in a particular time period.

CODES, CATEGORIES, AND COMMENTS

Appropriate indicators of public service program or activity completions might be: issuance of reports; number of courses, seminars, and projects offered and completed; number of particupants; etc.

For some purposes it may be useful to tabulate or organize these data by:

- number of completions by program name and type of completion
- headcount number of participants
- facilities utilized at reporting unit (e.g., auditorium, playing fields, library, etc.)
- attributes of programs and activities completed (e.g., for credit or noncredit, etc.)
- characteristics of program and activity participants and completers (e.g., age, sex, ethnic status, marital status, etc.)
- sources of funding for public service programs and activities completed (e.g., federal, state, gifts, etc.)
- time periods
- outcomes of educational activities

NOTE: Completions that are joint products with "Instruction Programs, Courses of Study, and Activities - Completions" [4030] or "Organized Research Programs and Activities - Completions" [4070] should be separately identified, if possible.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Demand; Student Access; Program Costs; Organizational Unit Impacts; Program Impacts; Program Priorities

SOURCES

DATE ISSUED **June 1974**

4130

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

This measure should be linked to the "Public Service Programs and Activities" [4110] measure.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

4150

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Certification and Licensing Examination Attempters

DEFINITION

The total number of students (both current and former) of a reporting unit who try to pass state, regional, and/or national agency certification and licensing examinations within a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be useful in assessing the value and impact of the reporting unit's programs in preparing students to attempt and to pass certification and licensing examinations (e.g., for practical nurses, private detectives, cosmetologists, attorneys, etc.)

For some purposes it may be useful to tabulate or organize these data by:

- type of license (e.g., compulsory, voluntary, etc.)
- occupation and/or profession for which the examination is needed (e.g., accountant, dental hygienist, embalmer, real estate broker, etc.)
- types of examinations (e.g., written, theoretical, oral, clinical, practical, combination, etc.)
- students' programs, courses of study, and activities at the reporting unit
- charactertistics of exam attempters (e.g., age, sex, ethnic status, etc.)
- status of examination attempter (e.g., passed, failed, etc.)
- portions of examination passed or failed, if applicable
- ratios (e.g., number of students passing exams on the first attempt/ total number of students taking the exam, number of exam attempters by reporting unit/total number of examination attempters, by pass or fail categories, exam types, occupations or professions for which the examination is needed, etc.)
- number of attempts by former students for specified examinations (e.g., one, two, etc.)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Existence and Size; Student Access; Organizational Unit Impacts; Program Impacts; Manpower

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

4210

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Sponsored Project Proposals Submitted

DEFINITION

An inventory of the names of all the sponsored project proposals (i.e., requests for funding) officially submitted by the institution, or one of its agents, to some external funding body for their consideration, within a particular time period.

CODES, CATEGORIES, AND COMMENTS

Sponsored project proposals (e.g., for research, training, job placement, etc.) means those proposals which, if funded, would increase the present operating levels of the institution by a specified dollar amount for a particular period of time. A specified set of outcomes would be produced in return for funding. This measure does not include the regular budget request of the institution for its base level funding.

For some purposes it may be useful to tabulate or organize these data by:

- purposes of proposals submitted (e.g., research, training, etc.)
- number and dollar requirements of matching institutional funds for proposals submitted (e.g., out-of-pocket, in-kind, etc.)
- durations of proposals submitted and/or funded
- number and dollar amounts of proposals submitted and funded
- ratios (e.g., number of proposals funded/total number of proposals submitted by purposes, number of proposals funded by dollar amounts/total dollar amounts of proposals submitted by purposes, etc.)
- postsecondary education institution size categories

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Program Existence and Size; Organizational Unit Impacts; Program Impacts; Operational Funding; Capital Funding

SOURCES

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

4220
MEASURE NUMBER

MEASURE NAME Individuals Served by Support Programs

DEFINITION

The total number of individuals served in some manner by all of the support programs of an institution within a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be more useful than a summary of various enrollment figures in the assessing of activity in, and occupational workload requirements of, the support programs of an institution.

For some purposes it may be useful to tabulate or organize these data by:

- support programs (e.g., academic support, student services, etc.)
- types of services rendered (e.g., cultural, recreational, etc.)
- kinds of services (e.g., initial contact, return, etc.)
- ratios (e.g., number of individuals served that are not associated with or enrolled in the institution/total number of individuals served, etc.)
- different time periods (e.g., quarter, academic year, etc.)
- time of service (e.g., day, evening, combination, etc.)
- region(s) where services are provided
- reporting unit(s) where services are provided
- average number of individuals served by various support programs for different time periods
- characteristics of individuals served (e.g., age, sex, marital status, ethnic status, etc.)
- postsecondary education insitution by categories
- outcomes of educational activities

NOTE: Additional discussion of the types of programs and activities to be included in this measure can be found in the Program Classification Structure (PCS) categories and support programs of the Glossary.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Student Access; Organizational Unit Impacts; Program Impacts; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED June 1974

4220

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

It may be difficult to describe or define precisely the mechanisms whereby the support programs of an institution provide services to individuals.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

4230
MEASURE NUMBER

MEASURE NAME Library Collections and Holdings

DEFINITION

The total number of cataloged volumes, government documents, microfilm and periodicals held in separately organized library units and learning resource centers over which the institution has primary control and administration at a particular point in time, usually the end of the fiscal year.

CODES, CATEGORIES, AND COMMENTS

Excluded from this measure should be audio/visual services aimed at supporting specific instructional courses of study and activities. Those items which are available to students, faculty, and staff as a whole and in the same manner as other library collections and holdings should be included. Also included in this measure would be movie films, filmstrips, slide sets, phonograph records, maps, and/or video tapes.

Uncataloged collections and holdings should not be included in this measure.

For some purposes it may be useful to tabulate or organize these data by:

- discipline and subject matter of the holdings (see "Taxonomy of Postsecondary Education Subject Matter Areas" [McLaughlin and Wing, 1974])
- types of collection and holding materials (e.g., books, periodicals, phonograph records, etc.)
- ratios (e.g., number of library volumes/total "Full-Time Equivalent Students" [5100], circulation by discipline and subject matter area/total circulation of all holdings, total circulation of all holdings/total FTE students or total headcount students for a certain time period such as fiscal year, total dollars expended for library volumes/total number of library volumes purchased in the last fiscal year, etc.)
- postsecondary education institution size categories

RELEVANT STATE LEVEL CONCERNS

Program Demand; Program Existence and Size; Organizational Unit Costs; Organizational Unit Impacts; Program Priorities; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED **June 1974**

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

ENROLLMENTS

The measures included in this section are concerned with the participants in postsecondary education. With the data from the measures of this section it should be possible to link individuals actually being served by postsecondary education to some of the measures in the section on General Information About the State.

In collecting data for these enrollment measures and in comparing these data with measures from other sections of the Inventory, the reporting unit and/or user will need to insure that the data correspond to the same (or some comparable) time period.

ENROLLMENTS

5010
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Student Enrollment - Headcount

DEFINITION

The unduplicated count of the number of persons at the reporting unit who are enrolled in postsecondary education courses of study, programs, and activities at a particular point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is to include degree/diploma/certificate students and nondegree/diploma/certificate students. Most persons who are participating in formal instructional programs will be registered. Those persons participating in public service programs may not be registered.

For some purposes it may be useful to tabulate or organize these data by:

- student enrollment--beginning count and final count
- educational background
- student load(s)
- average student headcount for different time periods (e.g., term, academic year, etc.)
- student level(s)
- courses of study, programs, and activities participating in
- student status
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community, continuing, extension education, etc.)
- enrollment status
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- employment status of student upon enrollment (e.g., unemployed, employed, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Student Access; Program Costs; Program Priorities

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- occupational workload (e.g., full- or part-time, etc.)
- ratios (e.g., number of students taking noncredit, independent study, or special courses/"Student Enrollment - Headcount" [5010], number of nondegree/diploma/certificate students enrolled in degree/diploma/certificate programs/total number of students enrolled in the same degree/diploma/certificate programs, etc.)
- number and percentage of students surveyed aspiring to a particular type of occupational career
- number and percentage of students identifying certain degree(s)/diploma(s)/certificate(s) as the highest award planned

It may be desirable to have the student count for special sessions (e.g., workshops, mini-quarter or semester programs on irregular calendars, intersessions, etc.) separately identified.

NOTE: This measure should link to the "Full-Time Students" [5040], "Part-Time Students" [5070], and "Full-Time Equivalent Students" [5100] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

5040	**MEASURE NUMBER**

MEASURE NAME Full-Time Students

DEFINITION

The (headcount) number of students, regardless of student level(s), courses of study, programs, or activities, who are enrolled for (i.e., registered for) at least 75 percent of the normal student load required to complete the student's program of study (whether for credit, noncredit, imputed credit, contact hours, etc.) within the normal time to complete a student program, course of study, or activity at a particular point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is intended to be an indicator of the number of individuals for whom postsecondary education is the primary activity.

This measure is based on the notion of a normal time to complete a student program, course of study, or activity, which, in turn, is usually based on an institutional definition or standard. For example, if a particular undergraduate program required 120 semester credits, and the institution has established four years (or eight semesters) as the normal time to complete a student program for that program, course of study, or activity, then the normal student load required to complete it in that time is fifteen credits per semester. A full-time student has been defined as one enrolled for at least 75 percent of that normal student load, (i.e., in this example, twelve or more semester credits). A similar example for a graduate program would be twelve credits per semester so that a student program or course of study would be completed in two years. In this example, a full-time graduate student would be defined as one who is taking at least nine semester credits during the semester in question.

Since both the number of credits required for completion and the normal time to complete a student program will vary among programs--especially between undergraduate and graduate programs--the numerical value of the full-time student measure will also vary.

For some purposes it may be useful to tabulate or organize these data by:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Student Access; Revenue Analysis

SOURCES

DATE ISSUED

June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- reporting units
- student enrollment--beginning count and final count
- student level(s)
- programs, courses of study, or activities enrolled in
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community education, etc.)
- enrollment status
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- employment status of student upon enrollment (e.g., unemployed, employed, etc.)
- occupational workload (e.g., full- or part-time, etc.)
- student load(s)
- student status
- average tuition and fees charged by academic year, by student level(s), and by present residency status (e.g., "In-State Students" [5150], "Out-of-State Students" [5170], etc.)
- number and percentage of students surveyed aspiring to a particular type of occupational career
- institution's source(s) of funding for programs and activities full-time students are enrolled in (e.g., federal, state, local, gifts, etc.)
- number and percentage of students surveyed identifying certain degree(s)/diploma(s)/certificate(s) as the highest award planned
- postsecondary education institution size categories

It may be desirable to have a full-time student count for special sessions (e.g., workshops, mini-quarter, intersessions, etc.) separately identified. It may also be desirable to separately identify those students determined to be full-time on the other various bases suggested in this definition (i.e., credit, non-credit, imputed credit, contact hours, etc.)

NOTE: This measure is not the same as the "Full-Time Equivalent Students" [5100] measure.

This measure should link to the "Student Enrollment - Headcount" [5010], "Part-Time Students" [5070], and "Full-Time Equivalent Students" [5100] measures.

National Center for Higher Education Management Systems

5070

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Part-Time Students

DEFINITION

The (headcount) number of students regardless of student level(s), courses of study, programs, or activities who are enrolled for (i.e., registered for) less than 75 percent of the normal student load required to complete the student's program of study (whether for credit, noncredit, imputed credit, contact hours, etc.) within the normal time to complete a student program, course of study, or activity. Includes all those students not classified as "Full-Time Students" [5040].

CODES, CATEGORIES, AND COMMENTS

This measure is intended to be an indicator of the number of individuals for whom postsecondary education is probably secondary to some other activity.

For some purposes it may be useful to tabulate or organize these data by:

- reporting unit(s)
- student enrollment--beginning count and final count
- student load(s)
- student level(s)
- programs, courses of study, or activities enrolled in
- student status
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community education, etc.)
- enrollment status
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, marital status, etc.)
- geographic origin(s)
- employment status of student upon enrollment (e.g., unemployed, employed, etc.)
- institution's sources of funding for programs and activities part-time students are enrolled in (e.g., federal, state, local, gifts, etc.)
- number and percentage of students surveyed aspiring to a particular type of occupational career
- postsecondary education institution size categories

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Student Access; Revenue Analysis

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- occupational workload (e.g., full- or part-time, etc.)
- average tuition and fees charged by academic year, by student level(s), and by present residency status (e.g., "In-State Students" [5150] or "Out-of-State Students" [5170], etc.)

It may be desirable to have the part-time student count for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified. It may also be desirable to identify separately those students determined to be part-time by the other bases suggested in the Part-Time Students definition (i.e., credit, noncredit, imputed credit, contact hours, etc.)

NOTE: It is possible that all public and community service enrollment may be reported here for lack of a defined normal student load.

This measure should link to the "Student Enrollment - Headcount" [5010], "Full-Time Students" [5040], and "Full-Time Equivalent Students" [5100] measures.

5100

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full-Time Equivalent Students

DEFINITION

A student count calculated by dividing the total number of student load units generated at the reporting unit by a standard student load measure for a given time period (e.g., quarter, semester, academic year, fiscal year, etc.).

CODES, CATEGORIES, AND COMMENTS

Full Time Equivalent (FTE) Student is a student count measure adjusted to reflect student load.

It is recommended that all noncredit instructional programs, courses of study, and activities, regardless of student level(s) or course level(s), be given imputed values based on appropriate criteria (e.g., Continuing Education Units [CEUs], etc.)

Alternative procedures for computing an FTE student count are:

(a) Total number of student credit hours (contact hours or some other student load units) divided by a fixed student load measure.

(b) Total number of student credit hours (contact hours or some other student load units) divided by the full-time normal student load for the particular program and/or reporting unit.

(c) Total headcount of full-time students plus 1/3 of the headcount of part-time students (used for Higher Education General Information Survey [HEGIS] reporting).

Alternative (a) is recommended as the standard for reporting and exchange of information. The following factors for computing the number of full-time equivalent undergraduate students are recommended, utilizing alternative (a):

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Program Existence and Size; Organization Unit Costs; Program Costs; Operational Funding; Capital Funding; Revenue Analysis; Faculty and Staff Workload

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

A. For semester or trimester computations

1. Undergraduates
   - a. 15 credits/semester
   - b. 30 credits/academic year
2. Graduates
   - a. 12 credits/semester
   - b. 24 credits/academic year

B. For quarter computations

1. Undergraduates
   - a. 15 credits/quarter
   - b. 45 credits/academic year
2. Graduates
   - a. 12 credits/quarter
   - b. 36 credits/academic year

It is recommended that the number of full-time equivalent first professional students be computed by each reporting unit by considering the normal student load and student load unit requirements of each program, course of study, or activity. The method(s) used for computing the number of FTE first professional students should be conspicuously noted by the reporting unit.

For some purposes it may be useful to tabulate or organize these data by:

- student enrollment--beginning count and final count
- student level(s)
- course level(s)
- programs, courses of study, or activities enrolled in
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community education, etc.)
- time of instruction (e.g., day, evening, combination, etc.)
- student status
- time periods of assessment (e.g., semester, academic year, fiscal year, etc.)
- institution's source(s) of funding for programs, courses of study, and activities FTE students are enrolled in (e.g., federal, state, local, gifts, etc.)
- ratios (e.g., total amount of tuition and fees' revenues at the reporting unit/total number of FTE students at the reporting unit, etc.)
- postsecondary education institution size categories

It may be desirable to have the FTE student count for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified.

NOTE: It may be necessary to use special computational techniques for professional colleges (e.g., hospitals, etc.) to determine student load measures equivalent to those recommended above, in which case the procedures used should be specified.

This measure should be linked to the "Student Enrollment - Headcount" [5010], "Full-Time Students" [5040], and "Part-Time Students" [5070] measures of this section and "Full Cost per Full-Time Equivalent Student" [6570], "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], and "Full Cost per Course Enrollments" [6550] measures of the Finances section.

5150
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME In-State Students

DEFINITION

The (headcount) number of students who attend a postsecondary education institution in the state in which they legally reside.

CODES, CATEGORIES, AND COMMENTS

This measure is often an important factor in admission and tuition and fees determinations, and should not be affected by student load considerations.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) of present residency
- geographic origin(s) at first attendance
- student enrollment--beginning count and final count
- student load(s)
- programs and activities enrolled in
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, marital status, etc.)
- student status
- institution's source(s) of funding for programs and activities in-state students are enrolled in (e.g., federal, state, local, gifts, etc.)

It may be desirable to have the count of In-State Students for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified as a part of the total figure(s).

It may also be useful to separate the In-State Students count into the following two categories:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Student Access; Revenue Analysis; Student Aid

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

1. In-District Students: the (headcount) number of students who attend a postsecondary education institution within the school or college district of their residence (usually based on taxing considerations), regardless of student load.

2. Out-of-District Students: the (headcount) number of students attending a postsecondary education institution not within the school or college district of their residence, regardless of student load.

NOTE: Those students who have an out-of-state domicile, but who are registered as in-state students under special provisions at the institution may need to be separately identified and tabulated in the "Out-of-State Students" [5170] measure.

National Center for Higher Education Management Systems

5170

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Out-of-State Students

DEFINITION

The (headcount) number of students who attend a postsecondary education institution that is outside of the state in which they legally reside.

CODES, CATEGORIES, AND COMMENTS

This measure is often an important factor in admission and tuition and fee determinations, and should not be affected by student load considerations. Foreign students should be included in this category.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) of present residency
- geographic origin(s) at first attendance
- student enrollment--beginning count and final count
- student load(s)
- programs and activities enrolled in
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- institution's sources of funding for programs and activities out-of-state students are enrolled in (e.g., federal, state, local, gifts, etc.)

It may be desirable to have the count of out-of-state students for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified as a part of the total figure(s).

NOTE: Those students who have an out-of-state domicile but who are registered as in-state students at the institution under special provisions may

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Student Access; Revenue Analysis; Student Aid

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

need to be separately identified and tabulated in this measure. Included in this category are students affected by the charge back scheme (an approach utilized almost exclusively by community and junior colleges), interstate arrangements (e.g., WICHE's Student Exchange Program, etc.), and other similar provisions.

FINANCES

The measures in this section deal with revenues and expenditures for the physical and human resources utilized by specific postsecondary education institutions in their programs, courses of study, and other services and activities, expressed in dollar terms.

The measure definitions are taken primarily from the "Report of the Joint Accounting Group" (1974), the "Higher Education Finance Manual" (Collier, 1974), the "Program Classification Structure" (Gulko, 1972), and the "Cost Analysis Manual" (Topping, 1974).

Although this section has measures which cut across all fund groups of a postsecondary education institution, primary emphasis has been concentrated on the current funds group of accounts. The notion of current funds may not be meaningful for nonhigher education institutions and learning centers. Further, those measures which deal with an institution's past expenditure patterns and levels have been focused along functional programmatic lines (see measures 6330-6390). Neither of these approaches is meant to downplay the importance of other aggregation procedures or types of tabulations and organizations of financial data.

To insure compatibility between measures in this section and those in other sections of the Inventory, common accounting procedures and time frames for transactions must be utilized. Data can be compiled on either a "cash basis" or an "accrual basis," but for this section and all other sections of the Inventory the latter method is recommended. Any deviations from the accrual method should be properly noted. Given the wide range of possible time periods for which data might be collected for the different measures, no recommendation concerning an appropriate time period is made. The time period chosen should be noted in all cases.

The two pages that follow were taken from the "Higher Education Finance Manual" (Collier, 1974) and have been included to display the general overall conceptual foundation utilized in the development of the measures in this section of the Inventory.

FINANCES

COLUMNAR BALANCE SHEET

	Current Funds		Loan Funds	Endowment & Similar Funds	Annuity & Life Income Funds	Plant Funds				Total (All Funds)
	Unrestricted	Restricted				Unexpended	Renewal & Replacement	Retirement of Indebtedness	Investment in Plant	
Assets										
Cash										
Investments										
Accounts Receivable										
Inventories, Prepaid Expenses, Etc.										
Notes Receivable										
Institutional Plant										
Interfund Borrowing - Due From (To)										
Total Assets										
iabilities										
Accounts Payable & Accrued Liability										
Student Deposits										
Deferred Revenues										
Notes Payable										
Contracts Payable										
Mortgages Payable										
Bonds Payable										
Total Liabilities										
und Balances										
For Current Operations - Unrestricted										
For Current Operations - Restricted										
Board Designated Funds										
Restricted to Other Than Current Purposes										
Net Investment in Institutional Plant										
Total Fund Balances										
Total Liabilities & Fund Balances										

FINANCES

STATEMENT OF CHANGES
IN FUND BALANCES

STATEMENT OF CHANGES IN FUND BALANCES (Figures in thousands)			Current Funds		Loan Funds	Endowment & Similar Funds	Annuity & Life Income Funds	Plant Funds				Total
			Unrestricted	Restricted				Unexpended	Renewal & Replacement	Retire. of Indebtedness	Investment in Plant	
Additions	Tuition & Fees											
	Governmental Appropriations	Local										
		State										
		Federal										
	Governmental Grants & Contracts	Local										
		State										
		Federal										
	Private Gifts, Grants, & Contracts											
	Investment Income	Unrestricted										
		Restricted										
	Net Realized Gains on Sale of Investments	Unrestricted										
		Restricted										
	Sales & Services of Auxiliary Enterprises											
	Other (Itemize if material)	Additions to Plant Facilities										
		Retirement of Indebtedness										
		Other										
Total Additions												
Deductions	Current Fund Expenditures	Educational & General (Excluding Transfers)										
		Noneducational & General (Including Auxiliary Ent.)										
	Loan Cancellations & Write-offs											
	Expended for Plant Facilities											
	Debt Service	Principal										
		Interest										
	Other (Itemize if material)	Expired Term Endowment										
		Disposal of Plant Facilities										
		Other										
Total Deductions												
Transfers	Mandatory Transfers Into/(Out of)	Debt Service										
		Renewal & Replacement										
		Loan Fund Matching Grant										
		Other (Itemize if material)										
	Nonmandatory Transfers Into/(Out of)	Distribution of Capital Gains										
		Designation of Unres. Funds										
		Other (Itemize if material)										
Total Transfers Into/(Out of)												
Net Increase/(Decrease) for the Year												
Fund Balance - Beginning of Year												
Fund Balance - End of Year												

FINANCES

National Center for Higher Education Management Systems

6010

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Assets - All Fund Groups

DEFINITION

The total dollar values (i.e., book and/or market values) of the property of all fund groups to which the right of ownership, possession, and/or legal title have been assumed by the institution for a particular point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the magnitude and/or size of the institution's assets at a particular point in time.

Included in this measure would be such asset items as cash, investments, pledges receivable, accounts receivable, inventories, prepaid expenses and deferred charges, notes receivable, plant and equipment, interfund borrowings due from (positive amount) and due to (negative amount) other fund groups.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of assets (e.g., cash, inventories, plant and equipment, etc.) by fund groups
- current funds restriction categories
- ratios (e.g., present "Total Assets - All Fund Groups" [6010]/"Total Assets - All Fund Groups" [6010] for some previous point(s) in time, "Total Assets - All Fund Groups" [6010]/total liabilities for the same point in time, etc.)
- various points in time (e.g., end of quarter, end of fiscal year, etc.)
- sources of funding for assets (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure should be equal to the combined dollar values of the "Total Liabilities - All Fund Groups" [6050] and "Total Fund Balances - All Fund Groups" [6090] measures at the same points in time.

RELEVANT STATE LEVEL CONCERNS

General Information: State Level Objectives; Statewide Organization; Program Existence and Size; Program Priorities; Revenue Analysis

SOURCES

DATE ISSUED

June 1974

FINANCES

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

6050
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Liabilities - All Fund Groups

DEFINITION

The total dollar values (i.e., book and/or market values) of the claims against assets, money owed, and debts on pecuniary obligations (i.e., liabilities) of all fund groups of the institution for a particular point in time which require settlement in the future.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the magnitude and/or size of the institution's liabilities at a particular point in time.

Included in this measure would be such liability items as accounts payable, accrued expenses, notes payable, bonds payable, mortgages payable, deposits (e.g., student key and dormitory deposits), deferred revenues, contracts payable, and annuities payable.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of liabilities (e.g., accounts payable, mortgages payable, annuities payable, etc.) by fund groups
- ratios (e.g., present "Total Liabilities - All Fund Groups" [6050]/ "Total Liabilities - All Fund Groups" [6050] for some previous points in time (e.g., end of quarter, end of fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and the "Total Fund Balances - All Fund Groups" [6090] measure should be equal to the "Total Assets - All Fund Groups" [6010] measure at the same points in time.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Statewide Organization; Program Existence and Size; Program Priorities; Revenue Analysis

SOURCES

DATE ISSUED

June 1974

FINANCES

STATEWIDE MEASURES INVENTORY

8510
MEASURE NUMBER

MEASURE NAME Occupancy Rate

DEFINITION

The actual number of occupants of a facility at the reporting unit divided by the facility's "Design Capacity" [8140].

CODES, CATEGORIES, AND COMMENTS

This measure is usually used in reference to residential and health care facilities.

For some purposes it may be useful to tabulate or organize these data by:

- time periods (e.g., quarter, semester, academic year, fiscal year, etc.)
- characteristics of occupants (e.g., sex, marital status, ethnic status, etc.)
- condition of facility
- building names and locations
- postsecondary education institution size categories
- types of buildings (e.g., residential, hospital, etc.)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Student Access; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

8440
MEASURE NUMBER

FACILITIES

MEASURE NAME Average Station Utilization Rate (AvSUR)

DEFINITION

The average number of hours per week that the stations in a room or group of rooms at the reporting unit are scheduled for use.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the average length of time (in hours) that stations in scheduled rooms were used, and additional length of time potentially available for use.

As a matter of convention, Average Station Utilization Rate (AvSUR) is used with respect to the total number of classrooms (or class laboratories) in a reporting unit. This measure can also be used with respect to an aggregation of rooms with different station counts (e.g., less than 10, 10-15, 16-25, etc.) and/or different station types.

$$\text{AvSUR} = \frac{(\text{Scheduled Weekly Student Hours})}{(\text{Number of Stations})}$$

also

$$\text{AvSUR} = (\text{Average Room Utilization Rate}) \times (\text{Average Station Occupancy Ratio})$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- station counts (e.g., less than 10, 10-15, 16-25, etc.)
- station types
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space by room use categories

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- programs, courses of study, and activities using the stations, by a room or group of rooms
- ratios (e.g., numbers of stations/number of rooms, etc.)

NOTE: It is recommended that the "Higher Education Facilities Planning and Management Manuals" (H.L. Dahnke, et al., 1971) be consulted for additional insights into the uses of this measure.

National Center for Higher Education Management Systems

8430

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Station Occupancy Ratio (AvSOR)

DEFINITION

The ratio of the average proportion of stations utilized divided by the stations available for use, during all time periods when a room or group of rooms at the reporting unit is scheduled for use.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the scheduled use of stations in a room or group of rooms, and the potential use of stations available in this same room or group of rooms.

As a matter of convention, Average Station Occupancy Ratio (AvSOR) is used with respect to the total number of classrooms (or class laboratories) in a reporting unit. This measure can also be used with respect to an aggregation of rooms with different station counts (e.g., less than 10, 10-15, 16-25, etc.) and/or different station types.

$$\text{AvSOR} = \frac{\text{(Scheduled Weekly Student Hours per Station)}}{\text{(Scheduled Weekly Room Hours per Room)}}$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- station types
- station counts (e.g., less than 10, 10-15, 16-25, etc.)
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space by room use categories
- programs, courses of study, and activities using the stations
- ratios (e.g., number of stations available/number of rooms, etc.)

NOTE: It is recommended that the "Higher Education Facilities Planning and Management Manuals" (H.L. Dahnke, et al., 1971) be consulted for additional insights into the uses of this measure.

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

8420

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Room Utilization Rate (AvRUR)

DEFINITION

The average number of hours per week that a room or group of rooms at the reporting unit is scheduled for use.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the average length of time (in hours) that rooms were scheduled for use, and additional length of time potentially available for use.

As a matter of convention, Average Room Utilization Rate (AvRUR) is used with respect to the total number of classrooms (or class laboratories) in a reporting unit. This measure can also be used with respect to an aggregation of rooms with different station counts (e.g., less than 10, 10-15, 16-25, etc.) and/or different station types.

$$\text{AvRUR} = \frac{\text{(Scheduled Weekly Room Hours)}}{\text{(Number of Rooms)}}$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- station counts (e.g., less than 10, 10-15, 16-25, etc.)
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space, by room use categories
- programs, courses of study, and activities utilizing the room or group of rooms
- course levels
- buildings by subject matter areas (see "A Taxonomy of Postsecondary Education Subject Matter Areas" [McLaughlin and Wing, 1974])
- station types

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: It is recommended that the "Higher Education Facilities Planning and Management Manuals" (H.L. Dahnke, et al., 1971) be consulted for additional insights into the uses of this measure.

8410
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Square Feet per Weekly Student Hour (AvSFWSH)

DEFINITION

The average number of assignable square feet (ASF) divided by the number of regularly scheduled weekly student hours (WSH) in a room or group of rooms at the reporting unit.

CODES, CATEGORIES, AND COMMENTS

This measure can be used as an indicator of the efficiency of overall room, building, and physical facility utilization for the reporting unit.

$$\text{AvSFWSH} = \frac{\text{Total ASF for a Room or Group of Rooms}}{\text{Total WSH for Same Room or Group of Rooms}}$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space by room use categories
- programs, courses of study, and activities using the room or group of rooms
- condition of facility in which the rooms are located
- station types in the room or group of rooms
- postsecondary education institution size categories

Analysis of the "Average Station Occupancy Ratio" (AvSOR) measure [8430] as a complement to this effort may be useful.

NOTE: This measure assumes that related service space (e.g., storage rooms, etc.) for the room or group of rooms under consideration will be excluded from these data. If service space is included, it should be conspicuously noted.

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

8310
MEASURE NUMBER

MEASURE NAME Average Section Size (AvSS)

DEFINITION

The average number of students in the sections of a group of programs, courses of study, and/or activities at the reporting unit for a particular point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of resources (e.g., staff, facilities, etc.) in instruction programs, courses of study and/or activities.

The average section size for regularly scheduled and organized courses can be computed in several ways:

1) Total weekly student hours (WSH) taught in a group of rooms divided by the total weekly room hours (WRH).

$$\text{AvSS} = \frac{(\text{WSH})}{(\text{WRH})}$$

2) Total (headcount) number of students divided by the number of class sections. Where a course has more than one method of instruction (e.g., lecture subdivided into recitation sections), all of the sections are to be included.

3) Total number of student credit hours in a group of programs, courses of study, and/or activity sections divided by the total number of section credit hours for the same group of sections. The assumptions and technique(s) used to determine the number of section credit hours should be conspicuously noted. It is recommended that the technique used to determine the number of section credit hours be based on the semester credit or semester credit equivalent notions.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Program Existence and Size; Program Costs; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

The method(s) used for determining the Average Section Size (AvSS) should be specified.

For some purposes it may be useful to tabulate or organize these data by:

- method(s) of instruction (e.g., lecture, laboratory, etc.)
- times of offerings (e.g., day, evening, combination, etc.)
- course levels of sections being surveyed
- organizational units which have responsibility for the sections being surveyed
- faculty ranks for sections being surveyed
- locations of offerings (e.g., on campus, off campus, etc.)

NOTE: This measure should be linked to the "Full-Time Staff" [7040], "Part-Time Staff" [7070], and "Full-Time Equivalent Staff" [7100] measures of the Staff section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

8210

MEASURE NUMBER

MEASURE NAME Estimated Replacement Value

DEFINITION

The total estimated cost to replace existing buildings, physical facilities, and fixed equipment at the reporting unit for a particular point in time.

CODES, CATEGORIES, AND COMMENTS

Normally the estimated replacement value is determined in terms of the cost to replace the building's floor area and fixed equipment at current construction and equipment costs, respectively. The construction costs should be estimated in accordance with current building codes, standard construction methods, and currently accepted practices and policies of the institution. The equipment costs should be in accordance with the same or similar replacement items.

For some purposes it may be useful to tabulate or organize these data by:

- type(s) of building space by room use categories
- type(s) of fixed equipment (e.g., heating and air conditioning systems, electrical and sound systems, etc.)
- functional suitability of facility
- condition of facility
- cost of buildings, physical facilities, and fixed equipment
- source(s) of funding for original construction and/or purchase (e.g., federal, state, gifts, etc.)
- ownership
- postsecondary education institution size categories

NOTE: The "Engineering News Record" is one frequently used source of information for determining construction cost indices.

RELEVANT STATE LEVEL CONCERNS

General Information; Operational Funding; Capital Funding

SOURCES

DATE ISSUED June 1974

FACILITIES

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

8140

MEASURE NUMBER

MEASURE NAME Design Capacity

DEFINITION

The total number of stations which all of the rooms of a building or physical facility at the reporting unit are designed to accommodate at one time when used in the manner originally intended.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- various time periods (e.g., day count, evening count, combination of the two, etc.)
- room use categories and station types (e.g., residential facilities-beds, etc.)
- types of occupants or users to be accommodated (e.g., students, staff, etc.)
- ratios (e.g., actual use/design capacity by room use categories, etc.)
- programs, courses of study, and activities to be accommodated
- condition of facilities by room use categories
- names and locations of buildings or physical facilities

NOTE: This measure should be linked to the "Occunancy Rate" [8510] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Student Access; Program Priorities

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS - (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

8110
MEASURE NUMBER

FACILITIES

MEASURE NAME Enrollment Capacity

DEFINITION

The number of students and other participants that can be accommodated in programs, courses of study, and activities of the reporting unit for a particular time period.

CODES, CATEGORIES, AND COMMENTS

Determination of this number will require consideration and analysis of such things as the projected resources (e.g., financial, staff, facilities, etc.), program rationale, method of instruction, and objectives of the institution. Further, based upon various assumptions, as different combinations of these characteristics are possible, it can be expected that a range of capacities may exist.

For some purposes it may be useful to tabulate or organize these data by:

- various time periods (e.g., day count, evening count, combination of the two, etc.)
- present and/or projected student levels
- ratios (e.g., present number of students and other participants/"Enrollment Capacity" [8110] for the institution and/or by various programs, courses of study, and activities, etc.)

NOTE: The determination of suitable criteria to be utilized to determine the enrollment capacity of the institution will need to be defined by the appropriate individuals and/or agencies within each state.

This measure is more inclusive than "Design Capacity" [8140], but the two should be linked if possible.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access

SOURCES

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

FACILITIES

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 8070

FACILITIES

MEASURE NAME Nonassignable Area

DEFINITION

The total area on all floors of a building at the reporting unit that is not available for assignment to building occupants, but that is necessary for the general operation of the building.

CODES, CATEGORIES, AND COMMENTS

By definition, nonassignable area consists exclusively of the following categories: circulation (e.g., corridors, stairways, etc.), custodial (e.g., trashrooms, custodial supply rooms, etc.), mechanical (e.g., air-duct shafts, boiler rooms, etc.), and structural areas (e.g., fire walls, exterior walls, etc.).

Nonassignable area is generally measured in square footage to the nearest square foot. The acronym NASF (i.e., nonassignable square feet) is often used to designate nonassignable area.

For some purposes it may be useful to tabulate or organize these data by:

- categories of nonassignable area (e.g., mechanical, custodial, etc.)
- ratios (e.g., total "Nonassignable Area" [8070]/total GSF by room use categories, total "Nonassignable Area" [8070]/total number of stations and by station types, etc.)
- postsecondary education institution size categories

NOTE: It is recommended that the more detailed distinctions of nonassignable areas suggested in the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972), be consulted and utilized when appropriate.

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Capital Funding

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

8050
MEASURE NUMBER

MEASURE NAME Assignable Area

DEFINITION

The total area on all floors of a building at the reporting unit assigned to, or available for assignment to, an occupant; including every type of space functionally usable by an occupant.

CODES, CATEGORIES, AND COMMENTS

Assignable area is generally measured in square feet, to the nearest square foot. The acronym ASF (i.e., assignable square feet) is often used to designate assignable area.

To determine the amount of assignable area, measurement should be taken from the inside face of exterior walls and inside face(s) of interior partitions and walls. All "Nonassignable Area(s)" [8070] should be excluded from this total.

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities using the area
- room use categories
- ASF available for the various room use categories and/or station types
- ASF available for the various occupational activity categories and/or personnel categories
- ratios (e.g., total ASF to be cleaned/total FTE custodians, total ASF/total "Full-Time Equivalent Students" [5100], etc.)
- ownership
- sources of capital funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

NOTE: It is recommended that the more detailed distinctions of assignable area suggested in the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) be utilized, and that the "Higher Education Facilities Planning and Management Manuals" (H.L. Dahnke, et al., 1971) also be consulted.

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Demand; Program Existence and Size; Capital Funding

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

FACILITIES

The measures included in this section are to provide state level planners with information that will assist them in evaluating the interaction of scheduling, utilization, and program size with the operating programs and activities on the various types of space at reporting units. The primary intent of this section is for examining existing instructional classroom and laboratory space, but the measures can also be utilized for assessing library, office, auditorium, and other kinds of space as well. Further, most of the measures in this section are also applicable for use when additional land acquisition, development, new construction, land remodeling or rehabilitation issues are being considered.

The additional definitions and conventions presented in the "Higher Education Facilities Inventory and Classification Manual," (Romney, 1972), Appendices 4.1, 4.2, 4.21, and 4.52, are also recommended for use by state level planners and decision makers, whenever pertinent.

Other types of information gathering indices are suggested by the "Higher Education Facilities Planning and Management Manuals" (H.L. Dahnke, et al., 1971). Some of these have been included in this Inventory, but others presently excluded may be appropriate for some issues.

Only formally scheduled facility usage and activities are to be included in the data for the measures of this section. It may be desirable, on some occasions, to also have informally scheduled facility usage and activity data (e.g., average imputed station occupancy ration [AvISOR], average imputed room utilization rate [AvIRUR], etc.), in which case these latter data should be reported separate from the measures of this section.

STATEWIDE MEASURES INVENTORY

8030
MEASURE NUMBER

MEASURE NAME Gross Area

DEFINITION

The total area of land, buildings, and physical facilities included within the boundaries of the reporting unit.

CODES, CATEGORIES, AND COMMENTS

For a building, the gross area is equal to the sum of the floor areas of the building included within the outside faces of exterior walls for all stories or areas that have floor surfaces.

Gross area is equal to the sum of all assignable and nonassignable areas. It should be the sum of the floor areas in buildings including basements and mezzanines. Gross area of buildings generally excludes covered walkways, open roofed-over areas that are paved, porches, and similar spaces.

Gross area is generally measured in square feet to the nearest square foot. The acronym GSF (i.e., gross square feet) is often used to designate gross area.

For some purposes it may be useful to tabulate or organize these data by:

- types of area (e.g., assignable area, nonassignable area, etc.)
- programs and activities using the areas
- ratios (e.g., total available GSF/total number of "Full-Time Equivalent Students" [5100] or "Full-Time Equivalent Staff" [7100], total ASF/total GSF by various room use categories, total GSF to be cleaned/total FTE custodians, etc.)
- condition of facility
- functional suitability of facility
- ownership
- sources of capital funding (e.g., federal, state, gifts, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Program Existence and Size; Program Location; Operational Funding; Capital Funding

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- postsecondary education institution size categories

NOTE: It is recommended that the more detailed distinctions suggested in the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) be consulted and utilized when appropriate.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

8010

MEASURE NUMBER

MEASURE NAME Land Area

DEFINITION

The total land surface owned, rented, leased, or otherwise under the control of the reporting unit (i.e., institution or unit described).

CODES, CATEGORIES, AND COMMENTS

It is recommended that land area be measured in acres, to hundredths. The total acreage figure should include all lands whether or not they are in current use.

For some purposes it may be useful to tabulate or organize these data by:

- present uses (e.g., playing fields, parking lots, occupied by building, farm land, etc.)
- stage(s) of development (e.g., improved, unimproved, etc.)
- ownership
- distance from main reporting unit's central offices (e.g., blocks, miles, etc.)
- postsecondary education institution size categories

It is expected that for capital construction review purposes, additional information may be required on such items as buildable land acreage, zoning, general soil conditions, proximity to utilities, site preparation costs, proximity of public transportation, etc.

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Statewide Organization; Operational Funding; Capital Funding

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

7210

MEASURE NUMBER

STAFF

STATEWIDE MEASURES INVENTORY

MEASURE NAME Student - Faculty Ratio

DEFINITION

"Student Enrollment - Headcount" [5010] divided by the number of headcount faculty at the reporting unit for a particular period of time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relationship between faculty resources and the students enrolled or participating in various instructional efforts.

Student-faculty ratios can be computed in several other ways:

1) "Student Enrollment - Headcount" [5010] divided by the number of headcount faculty assigned to a particular group of programs, courses of study, or activities at the reporting unit.

2) "Full-Time Equivalent Students" [5100] divided by the number of full-time equivalent faculty at the reporting unit.

3) "Full-Time Equivalent Students" [5100] divided by the number of full-time equivalent faculty assigned to a particular group of programs, courses of study, or activities at the reporting unit.

For some purposes it may be useful to tabulate or organize these data by:

- organizational unit(s) to which faculty have been assigned
- course level(s) (special computational techniques may be required)
- postsecondary education institution size categories
- faculty ranks
- tenure status
- methods of instruction (e.g., lecture, independent study, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Statewide Organization; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- programs, courses of study, or activities students are enrolled in and faculty assigned to
- time periods for which ratios are to be computed (e.g., quarter, semester, fiscal year, etc.)
- times of offering(s) (e.g., day, evening, combination, etc.)
- locations of offerings (e.g., on-campus, off-campus, etc.)

NOTE: If any of the alternate computational technique(s) are used this should be noted.

This measure should be linked to the "Student Enrollment - Headcount" [5010], and "Full-Time Equivalent Students" [5100] measures of the Enrollment section and "Staff - Headcount" [7010] and "Full-Time Equivalent Staff" [7100] measures of this section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

7130

MEASURE NUMBER

MEASURE NAME Staff Activity Workload - Average

DEFINITION

"Staff-Headcount" [7010] divided by the total number of hours spent by them in various employment activities at the reporting unit within a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure has been included to provide a means of collecting information about the time staff devotes to various activities, and to provide an indicator of the overall utilization of human resources within the reporting unit.

This measure is to include data about those individuals employed and/or contributing their services to the reporting unit. The individuals need not be reimbursed for their services, although they usually will be.

For some purposes it may be useful to tabulate or organize these data by:

- occupational activity categories and/or personnel categories
- occupational workload (e.g., full- or part-time, etc.)
- programs and activities working for or worked at
- faculty activity categories
- attributes of staff (e.g., tenure status, exempt personnel or non-exempt personnel, lengths of service, faculty rank(s), etc.)
- various time periods (e.g., quarter, semester, academic year, etc.)
- outcomes of educational activities
- employment status (e.g., employed, contributed services, etc.)
- source(s) of funding for programs and activities working for or worked at (e.g., federal, state, gifts, etc.)

NOTE: Although this measure recommends using hours as the measurement unit for staff activities, a reporting unit should be aware that there is

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

considerable controversy as to whether hours are preferable to percentages (see "Faculty Activity Analysis: Procedures Manual," [Manning and Romney, 1973]). This document recommends that in the context of postsecondary education hours be used as they will provide a more uniform measurement unit and have a broader range of applications.

In developing the "Staff - Headcount" [7010] and number of hours figures it may be necessary to calculate weighted averages to approximately reflect changes that have occurred within the particular time period under consideration.

Separate tabulations should be developed for those employees who contribute their services and are not considered as employed by the reporting unit.

This measure should link to the "Staff - Headcount" [7010] measure.

STATEWIDE MEASURES INVENTORY

7100
MEASURE NUMBER

MEASURE NAME Full-Time Equivalent Staff

DEFINITION

A staff count calculated by dividing the total number of occupational workload units (e.g., hours, courses and/or activities taught, etc.) generated at the reporting unit by a standard occupational workload measure for a given time period.

CODES, CATEGORIES, AND COMMENTS

This measure provides a means for normalizing full-time, part-time, split, or joint appointments to a standard occupational workload count. The normalization can be done in several ways. It is recommended that, when salaries for part-time, split, or joint appointments are determined as a fraction of the full-time salary, the FTE staff count be the same as the salary fraction or percentage stated in the contract or agreement. For hourly employees it is recommended that some fixed number of occupational workload (e.g., 40-hour work week) be used as the standard full-time work week, and that the FTE staff count be computed as the fraction of the standardized work week.

It is also possible to compute the number of FTE staff by summing all the full-time staff plus 1/3 of the part-time staff. It may not yield comparable data for different institutions depending on the occupational workloads of part-time, split, or joint appointment staff.

For some purposes it may be useful to tabulate or organize these data by:

- occupational activity categories, personnel categories, and/or faculty ranks
- exempt and/or nonexempt personnel
- programs and activities working for or worked at in a service month
- number of FTE staff by categories and/or ranks at and over various time periods (e.g., end of month, academic year, fiscal year, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Organizational Unit Costs; Program Costs; Organizational Unit Impacts; Program Impacts; Operational Funding; Capital Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- ratios (e.g., FTE other staff/FTE administrative/support personnel by organizational units, or Program Classification Structure (PCS) categories, number of "Full-Time Equivalent Staff" [7100]/number of "Full-Time Equivalent Students" [5100], amount of time spent in research and art producing activities/total amount of time spent at work by occupational activity categories, personnel categories, and/or faculty ranks, etc.)
- employment status (e.g., employed, contributed services, etc.)
- occupational workload (e.g., full- or part-time, etc.)
- outcomes of educational activities
- postsecondary education institution size categories

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

7070

MEASURE NUMBER

STAFF

MEASURE NAME Part-Time Staff

DEFINITION

The (headcount) number of staff employed with the reporting unit or its designated agent who are not under a regular full-time contract/appointment/agreement.

CODES, CATEGORIES, AND COMMENTS

Any staff member working or operating at less than the customary full-time designated number of hours or performing fewer specific activities within a given time period should be considered as a part-time employee.

Those personnel who are employed under a regular full-time contract/appointment/agreement, but who for some time period have fewer obligations and responsibilities (as determined by the reporting unit) than in their initial contract/appointment/agreement, should be included in this category. Likewise, temporary part-time employees should be included in the part-time staff count.

Individuals who are on sabbatical leave should be included in the part-time count if that was the status of their employment prior to their sabbatical.

For some purposes it may be useful to tabulate or organize these data by:

- occupational activity categories, personnel categories, and/or faculty ranks
- exempt and/or nonexempt personnel
- program activities working for or worked at
- number and average number of part-time staff at and over various time periods (e.g., end of month, average for fiscal year, etc.)
- average compensation and salary levels
- characteristics of staff (e.g., age, sex, ethnic status, etc.)
- lengths of service (i.e., longevity of employment)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- educational background
- ratios (e.g., amount of time spent in research and art producing activities/total amount of time spent at work by occupational activity categories, personnel categories, and/or faculty ranks, etc.)

NOTE: This measure should link to the "Staff - Headcount" [7010] and "Full-Time Equivalent Staff" [7100] measures.

7040

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

S T A F F

MEASURE NAME Full-Time Staff

DEFINITION

The (headcount) number of staff who are employed under a regular full-time contract/appointment/agreement with the reporting unit, or its designated agent, at a given point in time.

CODES, CATEGORIES, AND COMMENTS

Any staff member working or operating the customary full-time designated number of hours, or performing specific activities within a given time period, should be considered as a full-time employee.

It is the contract/appointment/agreement that determines whether an employee is full-time, not the term or period of employment. For example, if a new full-time position is created but the position has only been in existence for three months at the time of the report, the position should still be considered full-time and the employee counted as full-time. Likewise, temporary full-time employees should be included in the full-time staff count.

Individuals who are on sabbatical leave should be included in the full-time count if that was the status of their employment prior to their sabbatical.

For some purposes it may be useful to tabulate or organize these data by:

- occupational activity categories, personnel categories, and/or faculty ranks
- exempt and/or nonexempt personnel
- programs and activities working for or worked at
- the number and average number of full-time staff at and over various time periods (e.g., end of month, average for fiscal year, etc.)
- average compensation and salary levels
- characteristics of staff (e.g., ethnic status, sex, age, etc.)
- lengths of service (i.e., longevity of employment)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- ratios (e.g., amount of time spent in research and art producing activities/total amount of time spent at work by occupational activity categories, personnel categories, and/or faculty ranks, etc.)
- tenure status

NOTE: This measure should link to the "Staff - Headcount" [7010] and "Full-Time Equivalent Staff" [7100] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 7010

S T A F F

MEASURE NAME Staff - Headcount

DEFINITION

The unduplicated count of the number of individuals employed at the reporting unit at a given point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is to include data about those individuals employed by and/or contributing their services to the reporting unit. The individuals need not be compensated for their services, although they usually will be.

For some purposes it may be useful to tabulate or organize these data by:

- occupational activity categories, personnel categories, and/or faculty ranks
- exempt and/or nonexempt personnel
- programs and activities working for or worked at
- the number of headcount staff at and over various time periods (e.g., end of month, academic year, fiscal year, etc.)
- employment status (e.g., employed, contributed services, etc.)
- occupational workload (e.g., full- or part-time, number of hours actually worked, etc.)
- average compensation and salary levels
- ratios (e.g., "Staff Headcount" [7010]/"Student Enrollment - Headcount" [5010] at and over various time periods, amount of time spent in research and art producing activities/total amount of time spent at work by occupational activity categories, personnel categories, and/or faculty ranks, total number of service months/"Staff - Headcount" [7010], etc.)
- sources of funding for programs and activities working for or worked at (e.g., federal, state, gifts, etc.)
- characteristics of staff (e.g., age, sex, ethnic status, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED · **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- lengths of service (i.e., longevity of employment)
- educational background
- tenure status

NOTE: Separate tabulations should be developed for those employees who contribute their services and are not considered as employed by the reporting unit.

This measure should link to the "Full-Time Staff" [7040], "Part-Time Staff" [7070], and "Full-Time Equivalent Staff" [7100] measures.

STAFF

The measures of this section are intended to provide data about staff members of the various postsecondary education reporting units in a state.

Standard occupational activity and personnel categories and definitions have been referenced and should be utilized in the collection of data for the measures, whenever possible and appropriate. If a state or postsecondary education reporting unit chooses to develop and/or utilize distinctions other than those referenced this should be noted and pertinent definitions should accompany the measures so affected.

STAFF

6570
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full Cost per Full-Time Equivalent Student

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total number of full-time equivalent students engaged in those instructional activities during a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing semester credits and semester credit equivalents at the reporting institution from the current funds and the capital asset expenditures of the plant funds. This measure is aimed at providing cost data across an institution's programs and activities using a fixed standard (see "Full-Time Equivalent Students" [5100] measure in the Enrollments Section). This measure might also be viewed as an alternative to the "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], and "Full Cost per Course Enrollments" [6550] measures.

This measure has also been included to provide a ready exchange standard for broadly describing the relationship between full-time equivalent students and the current funds financial resources used to support postsecondary education programs and activities during a particular time period.

For some purposes it may be useful to tabulate or organize these data by:

- subject matter areas (see "A Taxonomy of Postsecondary Education Subject Matter Areas" [McLaughlin and Wing, 1974]) by course level(s)
- programs, courses of study, and activities
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure categories
- various time periods (e.g., quarter, academic year, fiscal year, etc.)
- sources of funding (e.g., federal, state, gifts, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "Information Exchange Procedures" (Renkiewicz and Topping, 1973) manual, "Cost Analysis Manual" (Topping, 1974), "Higher Education Finance Manual" (Collier, 1974), and "Report of the Joint Accounting Group" (1974) documents.

NOTE: This measure should be linked to the "Full-Time Equivalent Students" [5100] measure in the Enrollment section and to the "Total Current Funds Expenditures" [6310], "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], and "Full Cost per Course Enrollments" [6550] measures.

6550

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full Cost per Course Enrollments

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total course enrollments in those instructional activities during a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing the total course enrollment at the reporting institution from the current funds and the capital asset expenditures of the plant funds.

For some purposes it may be useful to tabulate or organize these data by:

- cost categories (i.e., direct costs, capital costs, support costs)
- primary programs and/or support programs
- subject matter areas (see "A Taxonomy of Postsecondary Education Subject Matter Areas" [McLaughlin and Wing, 1974]) by course level(s)
- programs, courses of study, and activities
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure categories
- various time periods (e.g., quarter, academic year, fiscal year, etc.)
- sources of funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "Information Exchange Procedures" (Renkiewicz and Topping, 1973) manual, "Cost Analysis Manual" (Topping, 1974), "Higher Education Finance Manual" (Collier, 1974), and "Report of the Joint Accounting Group" (1974) documents.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure may be most meaningful in the context of postsecondary education rather than traditional higher education.

This measure should be linked to the "Total Current Funds Expenditures" [6310], "Full Cost per Semester Credits" [6510], and "Full Cost per Contact Hours" [6530] measures.

National Center for Higher Education Management Systems

6530

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full Cost per Contact Hours

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total student contact hours generated by those instructional activities during a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing student contact hours at the reporting institution from the current funds and the capital asset expenditures of the plant funds.

For some purposes it may be useful to tabulate or organize these data by:

- cost categories (i.e., direct costs, capital costs, support costs)
- primary programs and/or support programs
- subject matter areas (see "A Taxonomy of Postsecondary Education Subject Matter Areas" [McLaughlin and Wing, 1974]) by course level(s)
- programs, courses of study, and activities
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure categories
- various time periods (e.g., quarter, academic year, fiscal year, etc.)
- sources of funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "Information Exchange Procedures" (Renkiewicz and Topping, 1973) manual, "Cost Analysis Manual" (Topping, 1974), "Higher Education Finance Manual" (Collier, 1974), and "Report of the Joint Accounting Group" (1974) documents.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: It may be difficult to compute the number of contact hours for other than regularly scheduled classes (e.g., readings, conferences, thesis supervision, etc.). The method(s) used for such computations should be specified.

National Center for Higher Education Management Systems

6510

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full Cost per Semester Credits

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total semester credits or semester credit equivalents generated by those instructional activities during a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing semester credits and semester credit equivalents at the reporting institution from the current funds and the capital asset expenditures of the plant funds.

For some purposes it may be useful to tabulate or organize these data by:

- cost categories (i.e., direct costs, capital costs, support costs, etc.)
- primary programs and/or support programs
- subject matter areas (see "A Taxonomy of Postsecondary Education Subject Matter Areas" [McLaughlin and Wing, 1974]) by course level(s)
- programs, courses of study, and activities
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure categories
- various time periods (e.g., quarter, academic year, fiscal year, etc.)
- sources of funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "Information Exchange Procedures" (Renkiewicz and Topping, 1973) manual, "Cost Analysis Manual" (Topping, March 1974), "Higher Education Finance Manual" (Collier, 1974) and "Report of the Joint Accounting Groups" (1974) documents.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310], "Full Cost per Contact Hours" [6530], and "Full Cost per Course Enrollments" [6550] measures.

STATEWIDE MEASURES INVENTORY

6450
MEASURE NUMBER

MEASURE NAME Compensation Expenditures

DEFINITION

The total dollars expended from the current funds group for direct or indirect compensation to all employees of the reporting unit during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

Of primary importance will be average compensation levels paid to a defined group of employees (e.g., faculty, librarians, counselors, etc.).

For some purposes it may be useful to tabulate or organize these data by:

- ratios (e.g., "Compensation Expenditures" [6450]/"Full-Time Equivalent Staff" [7100], "Compensation Expenditures" [6450] for a defined group of employees/total service months employed for the same defined group of employees, "Compensation Expenditures" [6450]/"Staff-Headcount" [7010] for various time periods, etc.)
- compensation levels by occupational activity categories, personnel categories, faculty ranks and/or tenure status
- programs and activities working for or worked at
- occupational workload (e.g., full- or part-time, etc.)
- organizational units
- employment status (e.g., employed, contributed [i.e., donated] services, etc.)
- lengths of service (i.e., longevity of employment)
- sources of funding for compensation (e.g., federal, state, gifts, etc.)
- exempt personnel and/or nonexempt personnel
- characteristics of employees (e.g., sex, ethnic status, age, etc.)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6430

MEASURE NUMBER

MEASURE NAME Capital Asset Expenditures

DEFINITION

The total dollars expended from all fund groups (e.g., current funds and plant funds) for land, improvements to land, buildings, additions to buildings, and capital equipment at the institution during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

The delineation of capital asset expenditures is generally determined by institutional policies and practices. In some cases the criteria that must be considered and applied have been prescribed by state or federal rules or regulations. In general, the criteria for considering something a capital asset depends upon the relative significance of the amount expended and/or useful life of the asset acquired. In the case of repairs or alterations, the extent to which useful life had been increased would be paramount.

For some purposes it may be useful to tabulate or organize these data by:

- categories of capital assets (e.g., land, capital equipment, etc.)
- fund groups
- programs and activities benefited by the capital assets
- purpose of expenditure (e.g., replacements, expansion of present programs and activities, new programs and activities, etc.)
- organizational units
- ratios (e.g., "Capital Asset Expenditures" [6430]/"Total Current Funds Expenditures" [6310], etc.)
- restriction categories
- sources of funding for capital asset expenditures (e.g., federal, state, gifts, etc.)

NOTE: It is recommended that the "Cost Analysis Manual" (Topping, 1974) and the "Higher Education Finance Manual" (Collier, 1974) be consulted and utilized for further clarification.

RELEVANT STATE LEVEL CONCERNS

Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Capital Funding

SOURCES

DATE ISSUED June 1974

FINANCES

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

6410
MEASURE NUMBER

MEASURE NAME Scholarship and Fellowship Expenditures

DEFINITION

The total dollars expended from the current funds given to individuals enrolled in formal course work (whether for credit or not) in the form of outright grants and trainee stipends, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

Scholarships include outright grants in aid, trainee stipends, and prizes to undergraduate students. Fellowships include outright grants in aid, trainee stipends, and prizes to graduate students.

The criteria to be used in determining which monies to include in this measure are the following:

1) The monies must represent expenditures of the current funds group.
2) The institution must have fiscal control of the funds used to make the grant.
3) Recipients should not be formally required to render service to the institution as consideration for the grant, nor should they be expected to repay the amount of the grant to the funding source.
4) The institution must have selected the recipient of the grant. (This would exclude federal Basic Educational Opportunity Grants, which are a part of the agency funds group of accounts and would be reported in the "Financial Aid - Total" [2250] measure.)

To ascertain the data for this measure, constructive determinations may be necessary for those grants whose dollar values are not readily available (e.g., owing to their initially being waived by the institution, etc.). The method(s) used in efforts to ascertain these dollars accurately should be specified.

For some purposes it may be useful to tabulate or organize these data by:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Organizational Unit Impacts; Operational Funding; Revenue Analysis; Student Aid

SOURCES

DATE ISSUED June 1974

FINANCES

CODES, CATEGORIES, AND COMMENTS (continued)

- categories and dollar amounts of scholarships and fellowships awarded (e.g., music scholarships, educational opportunity grants, etc.)
- reasons and bases for scholarships and fellowships (e.g., need, achievement, special purpose, etc.)
- ratios (e.g., "Scholarship and Fellowship Expenditures" [6410]/total student loads of recipients, "Scholarship and Fellowship Expenditures" [6410]/total number of recipients, total number of recipients/total number of applications, etc.)
- student level(s) of recipients
- characteristics of recipient (e.g., age, ethnic status, sex, socio-economic status, academic achievement and/or aptitude scores, etc.)
- geographic origin(s) of recipients
- recipients' program(s) and courses of study
- sources of funding for scholarship and fellowship expenditures (e.g., federal, state, institution, gifts, etc.)

NOTE: This measure should be linked to the "Financial Aid - Total" [2250], and "Total Current Funds Expenditures" [6310] measures.

STATEWIDE MEASURES INVENTORY

6380
MEASURE NUMBER

MEASURE NAME Institutional Support Expenditures

DEFINITION

The total dollars expended from the current funds for all program elements whose primary purpose is to maintain the organizational effectiveness and continuity of the institution, during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the institutional support program (6.0) in the PCS (see Program Classification Structure (PCS) categories), includes expenditures for such activities as: executive management (e.g., governing board, institutional planning, legal operations, president's office, etc.), fiscal operations, general administrative services, logistical services (e.g., purchasing, transportation, printing, campus security, etc.), and community relations.

Operation and maintenance of plant are included in the logistical services and physical plant operations subprograms.

For some purposes it may be useful to tabulate or organize these data by:

- names of programs and activities
- ratios (e.g., "Institutional Support Expenditures" [6380]/"Total Current Funds Expenditures" [6310], total physical plant operation expenditures/total gross square feet [GSF] or assignable square feet [ASF] available for utilization, total dollars expended on community relations/"Full-Time Equivalent Students" [5100], etc.)
- units received for dollars expended (e.g., number of administration/support personnel, etc.)
- institutional support costs allocated to primary programs (i.e., instruction, organized research, public service) in full costs computations
- objects of expenditure

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- budgeted or organizational units (e.g., executive management, fiscal operations, etc.)
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)

Separate identification and tabulation of capital equipment expenditures may also be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6370
MEASURE NUMBER

MEASURE NAME Student Services Expenditures

DEFINITION

The total dollars expended from the current funds for all program elements whose primary purpose is to contribute to the students' emotional and physical well-being and to their intellectual, vocational, cultural, and social development outside the context of the formal instruction program at the institution during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the student services program (5.0) in the PCS (see Program Classification Structures (PCS) categories), includes expenditures for such activities as: social and cultural development (e.g., those outside of the degree program curriculum, etc.), supplementary educational services (e.g., remedial instruction, etc.), counseling and career guidance, financial aid administration, and student support (e.g., student housing, health and other convenience services, etc.)

Those services generally called auxiliary enterprises are included in the student support subprogram.

For some purposes it may be useful to tabulate or organize these data by:

- names of programs and activities
- ratios (e.g., "Student Services Expenditures" [6370]/"Student Enrollment - Headcount" [5010], total dollars expended on financial aid administration/"Full-Time Equivalent Students" [5100], etc.)
- units received for dollars expended (e.g., number of administration/support personnel, etc.)
- student services costs allocated to primary programs (i.e., instruction, organized research, public service) in full costs computations
- objects of expenditure
- budgeted or organizational units (e.g., supplementary education, placement, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)
- outcomes of educational activities

Separate identification and tabulation of capital equipment expenditures may also be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

6390

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Independent Operations Expenditures

DEFINITION

The total dollars expended from the current funds for all operations which are independent of, or unrelated to, the primary missions of the institution (i.e., instruction, organized research, public service), although they may contribute indirectly to the enhancement of these programs, during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the independent operations program (7.0) in the PCS (see Program Classification Structure (PCS) categories), includes the expenditures of major federally funded research laboratories (e.g., Atomic Energy Commission laboratories, Jet Propulsion laboratories, etc.), operation of commercial rental property for income, and other operations not considered an integral part of the educational or auxiliary enterprise operations of the institution.

For some purposes it may be useful to tabulate or organize these data by:

- names of projects and activities
- ratios (e.g., "Independent Operations Expenditures" [6390]/"Total Current Funds Expenditures" [6310], etc.)
- types of independent operations (e.g., institutional operations, outside agencies, etc.)
- objects of expenditure

Separate identification and tabulation of capital asset expenditures may also be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6360	**MEASURE NUMBER**

MEASURE NAME Academic Support Expenditures

DEFINITION

The total dollars expended from the current funds for all program elements carried out primarily to provide support services that are an integral part of the operations of primary programs (i.e., instruction, organized research, and public service) at the institution during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the academic support program (4.0) in the PCS, (see Program Classification Structure (PCS) categories), includes expenditures for such activities as: libraries, museums and galleries, audio/visual services, computing support for primary programs, ancillary support, academic administration and personnel development, and future course and curriculum development efforts.

Teaching hospitals are included in the ancillary support subprogram.

For reporting purposes in this and other measures, the gross expenditures of the institution's internal service departments (i.e., interdepartmental transactions) should be reduced by credits arising from the transfer of costs to the using departments. The difference between gross expenditures and transferred costs should remain in the appropriate expenditure category of the internal service department. For those institutions which currently charge expenditures for support activities (e.g., computing support, etc.) directly to the operating units responsible for the costs (i.e., chargeback operations), such expenditures will not be reflected in the expenditure categories defined for academic support activities.

For some purposes it may be useful to tabulate or organize these data by:

- names of programs and activities
- ratios (e.g., total dollars expended for the library/"Full-Time Equivalent Students" [5100], total dollars expended for library

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

volumes/total number of library volumes purchased in the last fiscal year, etc.)

- units received for dollars expended (e.g., number of administrative/support personnel, etc.)
- academic support costs allocated to primary programs (i.e., instruction, organized research, public service) in full costs computations
- objects of expenditure
- budgeted or organizational units
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)

Separate identification and tabulation of capital equipment expenditures may also be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

Those activities that are presently being charged back should be identified; and the dollar amounts involved, in addition to being included in one or more of the Finances section measures, should be separately identified.

6350

MEASURE NUMBER

MEASURE NAME Public Service Expenditures

DEFINITION

The total dollars expended from the current funds for program elements which are established to make available to the public the various resources and capabilities of the institution during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the public service program (3.0) in the PCS (see Program Classification Structure (PCS) categories), includes expenditures for such activities as seminars, consultations, reference bureaus, and cooperative extension services.

For some purposes it may be useful to tabulate or organize these data by:

- types of public service activities (e.g., community service, cooperative extension service, etc.)
- programs and activities
- ratios (e.g., "Public Service Expenditures" [6350]/total number of participants in public service activities, etc.)
- participants served for various time periods
- objects of expenditure
- attributes of programs and activities (e.g., for credit, noncredit, etc.)
- region(s)
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)
- outcomes of educational activities

Separate identification and tabulations of capital equipment expenditures may also be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6340	**MEASURE NUMBER**

MEASURE NAME Organized Research Expenditures

DEFINITION

The total dollars expended from the current funds for program elements (e.g., projects, activities, work experiences, etc.) that have been specifically organized to produce research outcomes commissioned by an agency either external to the institution or authorized by an organizational unit within the institution during a particular time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the organized research program (2.0) in the PCS (see Program Classification Structure (PCS) categories) includes only those internally supported expenditures for departmental organized research which were specifically budgeted for organized research. It will not in general contain all outside business, agency, etc. sponsored programs (e.g., it would exclude most sponsored training and public service program element). Nor would it be composed exclusively of outside business, agency, etc. sponsored organized research, since some internally supported organized research programs and activities might also be included in this measure.

For some purposes it may be useful to tabulate or organize these data by:

- types of emphasis (e.g., basic or applied, etc.)
- names of projects and activities
- ratios (e.g., "Research Expenditures" [6340]/"Total Current Funds Expenditures" [6310], etc.)
- units received for dollars expended (e.g., number of instruction/research/public service personnel, etc.)
- objects of expenditure
- budgeted or organizational units (e.g., institutes, research centers, individual projects, etc.)
- region(s)
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)
- outcomes of educational activities

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

Separate identification and tabulations of capital equipment expenditures may also be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

6330
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Instruction Expenditures

DEFINITION

The total dollars expended from the current funds for those program elements (e.g., courses, activities, work experiences, etc.) whose outputs are primarily eligible for credit in meeting specified formal curricular requirements, leading toward a particular postsecondary education degree/diploma/certificate granted by the institution during a particular time period regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure corresponds to the instruction program (1.0) in the PCS (see Program Classification Structure (PCS) categories), includes expenditures for such program elements as noncredit instruction, departmental research, and public service that are not separately budgeted.

Expenditures for academic administration (e.g., academic deans, departmental chairpersons, etc.) should be classified as a part of the "Academic Support Expenditures" [6360] measure; and expenditures for remedial and tutorial instruction should be classified as a part of the "Student Services Expenditures" [6370] measure.

For some purposes it may be useful to tabulate or organize these data by:

- types of instructional emphasis (e.g., general academic, occupational and vocational, etc.)
- programs and activities
- ratios (e.g., "Instruction Expenditures" [6330]/"Full-Time Equivalent Students" [5100], etc.)
- units received for dollars expended (e.g., number of faculty, etc.)
- participants served for various time periods
- objects of expenditure
- budgeted or organizational units
- region(s)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED June 1974

CODES, CATEGORIES, AND COMMENTS (continued)

- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)
- outcomes of educational activities

Separate identification and tabulation of capital equipment expenditures may also be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6310

MEASURE NUMBER

MEASURE NAME Total Current Funds Expenditures

DEFINITION

The total dollars expended during a particular time period (usually the fiscal year) from the current funds, by the institution, omitting only depreciation, to support postsecondary education programs and activities.

CODES, CATEGORIES, AND COMMENTS

Neither mandatory transfers nor nonmandatory tranfers out of the current funds to other fund groups should be considered as current funds expenditures. Current funds expenditures include both restricted funds and unrestricted funds.

Interdepartmental transactions of internal service departments and storeroom gross expenditures should be offset by credits arising from the transfer of costs to the using departments. The difference between gross expenditures and transferred costs should remain in the appropriate expenditure category of the internal service department. For those institutions which currently charge expenditures for support activities such as computing support directly to the operating units responsible for the costs (i.e., chargeback operations), such expenditures will not be reflected in the expenditure categories defined for support activities.

For some purposes it may be useful to tabulate or organize these data by:

- current funds expenditure categories
- programs and activities funded
- objects of expenditure
- organizational unit(s)
- ratios (e.g., "Total Current Funds Revenues" [6210]/"Total Current Funds Expenditures" [6310], "Instruction Expenditures" [6330]/"Full-Time Equivalent Students" [5100], total dollar amount of gifts and grants/"Total Current Funds Expenditures" [6310], etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Statewide Organization; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- postsecondary education institution size categories
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)

NOTE: Separate identification and tabulations of capital assets may also be useful.

This measure should be linked to the "Total Current Funds Revenues" [6210] measure.

6210

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Current Funds Revenues

DEFINITION

The total dollar amount of all unrestricted funds from gifts and other resources earned during the reporting time period and all restricted funds to the extent that such funds were expended for current postsecondary education program and activity operating purposes from the current funds by the institution, during a particular time period, usually the fiscal year.

CODES, CATEGORIES, AND COMMENTS

Interdepartmental transactions (i.e., transfers) are not to be classified as current funds revenues. Current funds revenues do not include restricted funds of the current funds received but not expended, nor resources which are restricted funds to other fund groups (e.g., loan funds, plant funds, etc.) by persons or agencies outside of the institution.

Interdepartmental transactions of internal service departments and storerooms which provide services to the institution (as contrasted with services to students, faculty, and staff) should not be included as revenues, but as offsets of expense in the servicing department. Therefore, the use of a central stores operation or central computer facility by the institution will be an interdepartmental transfer of costs and will not result in additional institutional revenue. However, monies resulting from the sale of products or services to purchasers outside the institution (e.g., the sale of computer time to an outside agency) would be a revenue to the institution.

For some purposes it may be useful to tabulate or organize these data by:

- current funds revenue categories
- restriction categories
- ratios (e.g., "Total Current Funds Revenues" [6210]/"Total Current Funds Expenditures [6310], present "Total Current Funds Revenues" [6210]/"Total Current Funds Revenues" [6210] for some previous time period(s), etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED **June 1974**

CODES, CATEGORIES, AND COMMENTS (continued)

- names of activities for which funds were accepted, earned, or expended
- postsecondary education institution size categories

NOTE: This measure should be linked to the "Total Additions - All Fund Groups" [6110] and "Total Current Funds Expenditures" [6310] measures.

STATEWIDE MEASURES INVENTORY

6190

MEASURE NUMBER

MEASURE NAME Total Net Change in Fund Balances - All Fund Groups

DEFINITION

The total dollar value of the net changes of the fund balances of all fund groups of the institution over a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the net change in the flow of funds into or out of the institution over a particular period of time.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of fund balances
- availability of funds (e.g., restriction categories, etc.)
- ratios (e.g., present "Total Net Change in Fund Balances - All Fund Groups" [6190]/"Total Net Change in Fund Balances - All Fund Groups" [6190] for some previous time period(s), etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and of the "Total Deductions - All Fund Groups" [6150] measure should be equal to the "Total Additions - All Fund Groups" [6110] measure over the same time period(s).

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Program Existence and Size; Operational Funding; Capital Funding

SOURCES

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

6150

MEASURE NUMBER

MEASURE NAME Total Deductions - All Fund Groups

DEFINITION

The total dollar value of any deductions of institutional resources from any fund groups of the institution over a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the flow of funds out of the institution and the level at which its various programs and activities have been financed from these funds over a particular period of time.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- deduction categories
- ratios (e.g., present "Total Deductions - All Fund Groups" [6150]/ "Total Deductions - All Fund Groups" [6150] for some previous time period(s), etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and of the "Total Net Change in Fund Balance - All Fund Groups" [6190] measure should be equal to the "Total Additions - All Fund Groups" [6110] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Operational Funding; Capital Funding

SOURCES

DATE ISSUED June 1974

MEASURE
NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

STATEWIDE MEASURES INVENTORY

6110

MEASURE NUMBER

MEASURE NAME Total Additions - All Fund Groups

DEFINITION

The total dollar value of any additions to institutional resources in any fund groups of the institution over a particular time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the flow of funds into the institution and the potential level of programs and activities to be financed from these funds over a particular period of time.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- addition categories
- ratios (e.g., present "Total Additions - All Fund Groups" [6110]/ "Total Additions - All Fund Groups' [6110] for some previous time period(s), etc.)
- total additions to all fund groups
- various time periods (e.g., quarter, fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure should be equal to the combined dollar value of the "Total Deductions - All Fund Groups" [6150] and "Total Net Change in Fund Balances - All Fund Groups" [6190] measures over the same time periods.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

National Center for Higher Education Management Systems

6090
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Fund Balances - All Fund Groups

DEFINITION

The total dollar value (i.e., book and/or market values) of the fund balances of all fund groups of the institution for a particular point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the magnitude and/or size of the institution's fund balances at a particular point in time.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of fund balances
- availability of funds (e.g., restriction categories, etc.)
- ratios (e.g., present "Total Fund Balances - All Fund Groups" [6090]/ "Total Fund Balances - All Fund Groups" [6090] for some previous point(s) in time, etc.)
- various points in time (e.g., end of quarter, end of fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and of the "Total Liabilities - All Fund Groups" [6050] should be equal to the "Total Assets - All Fund Groups" [6010] measure at the same points in time.

This measure should be linked to the "Total Net Change in Fund Balances - All Fund Groups" [6190] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Existence and Size; Program Priorities; Revenue Analysis

SOURCES

DATE ISSUED June 1974

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

GLOSSARY

GLOSSARY

This glossary has been included to provide definitions and descriptions, to comment on possible applications, to suggest various categorization of coding schemes, and to identify the sources of many terms used in the Inventory. The terms included in the glossary are sufficiently important to warrant definition or explanation although they did not meet the criteria for inclusion in the Inventory proper. Some of the items are related to institutional identification, some are related to possible criteria for aggregating or disaggregating one or more of the measures in the Inventory, and some are included because they appear in the definitions of one or more measures or other glossary items.

An index of all the terms in the glossary, including subcategories, follows this introduction page. Following the index a page of NCHEMS publication acronyms has been provided to identify the full title, author, and date of any NCHEMS publication used as the reference for a term, its categories and/or subcategories.

If the reference line for a particular glossary item is blank, then the item has been developed or adapted specifically for use in this document. Not all of the discussion of the glossary terms is word-foreword from the reference noted, since modifications and expansions on the central theme of the reference may have been developed for the Statewide Measures project in particular.

Words and phrases that are underlined are defined explicitly in other glossary locations.

GLOSSARY INDEX

TERMS, CATEGORIES, AND SUBCATEGORIES

- Academic Achievement and/or Aptitude Scores

- Academic Support

- Academic Year

- Activity Center

- Addition Categories
    - Tuition and Fees
    - Government Appropriations
        - Federal
        - State
        - Local
    - Government Grants and Contracts
        - Federal
        - State
        - Local
    - Private Gifts, Grants, and Contracts
        - Private Gifts and Grants
        - Private Contracts
    - Investment Income
    - Net Realized Gains on the Sale of Investments
    - Sales and Services
        - Educational Activity
        - Auxiliary Enterprise
        - Hospital
    - Independent Operations
    - Other

- Administrative/Support Personnel

- Admission Status

- Age

- Agency Funds

- Ambulatory

- Annuity and Life Income Funds

- Asian-American/Oriental

- Associate Degree
- Auxiliary Enterprise
- Auxiliary Enterprise Expenditures
- Bachelor's Degree
- Black/Negro
- Building
- Calendar System
- Capital Asset
  - Land
  - Land Improvement
  - Building
  - Capital Equipment
- Capital Costs
  - Land Improvement
  - Building
  - Capital Equipment
- Capital Equipment
- Census Date
- Certificate
- Clear Status
- Community Service and Development
- Compensation
  - Salary
  - Fringe Benefits
- Condition of Facility
  - Satisfactory
  - Remodeling--A
  - Remodeling--B
  - Remodeling--C
  - Demolition
  - Termination

- Contact Hour

- Continuing Student Status

- Contributed Services

- Course Level
    - Preparatory
    - Lower Division
    - Upper Division
    - Combined Upper Division and Graduate or Professional
    - Graduate or Professional Only
    - Other

- Crafts/Trades

- Craftsman (Skilled)

- Current Funds

- Current Funds Expenditure Categories
    - Educational and General Expenditures
        - Instruction
        - Research
        - Public Service
        - Academic Support
        - Student Services
        - Institutional Support
        - Operation and Maintenance of Plant
        - Scholarships and Fellowships
    - Auxiliary Enterprise Expenditures
    - Hospital Expenditures
    - Independent Operations Expenditures

- Current Funds Mandatory Transfer Categories
    - Provision for Debt Service
    - Loan Funds Matching Grants
    - Other

- Current Funds Revenue Categories
    - Tuition and Fees
    - Government Appropriations
        - Federal
        - State
        - Local
    - Government Grants and Contracts
        - Federal
        - State
        - Local

  - Private Gifts, Grants, and Contracts
  - Endowment Income
  - Sales and Services
    - Educational Activity
    - Auxiliary Enterprise
    - Hospital
  - Independent Operations
  - Other Sources

- Debt Service

- Deduction Categories
  - Current Funds Expenditures
  - Loan Cancellations and Write-Offs
  - Expended for Plant Facilities
  - Debt Service
  - Other

- Degree/Diploma/Certificate
  - Certificate or Diploma (Less Than One Year)
  - Certificate or Diploma (One Year or More)
  - Associate Degree (Two Years or More)
  - Bachelor's Degree
  - First Professional Degree
  - Master's Degree
  - Doctoral Degree
  - Other
  - Honorary Degree

- Degree/Diploma/Certificate Student

- Designated Funds

- Development of New Knowledge and Art Forms

- Diploma

- Direct Costs
  - Expenditures Made By Another State Agency
  - Expenditures Made By a Central Administration
  - Contributed Services

- Doctoral Degree

- Donated Services

- Educational and General Expenditures

- Educational Background

- Endowment and Similar Funds

- Endowment Income

- Enrollment Status
  - First-Time Entering Student
    - First-Time Entrance to Any Postsecondary Education Institution or Learning Center at Specified Educational Levels
      - Undergraduate
      - First Professional
      - Graduate
      - Other
    - First-Time Entrance to the Reporting Unit
      - Undergraduate
      - First Professional
      - Graduate
      - Undergraduate Transfer
      - First Professional Transfer
      - Graduate Transfer
      - Other
  - Continuing Student
  - Readmitted Student

- Ethnic Status
  - Asian-American/Oriental
  - Black/Negro
  - Native American/American Indian
  - Spanish-Surnamed American
  - All Other

- Executive/Administrative

- Exempt Personnel

- Expenditures Made By A Central Administration

- Expenditures Made By Another State Agency

- Extension Center(s)

- Faculty

- Faculty Activity Categories
  - Teaching Activities
    - Scheduled Teaching
    - Unscheduled Teaching
    - Academic Program Advising
    - Course and Curriculum Research and Development
  - Research, Scholarship, and Creative Work Activities
    - Specific Projects
    - General Scholarship and Professional Development
  - Internal Service Activities
    - Student-Oriented Service
    - Administrative Duties
    - Committee Participation

- Public Service

Faculty Rank
- Professor
- Associate Professor
- Assistant Professor
- Instructor/Lecturer
- Teaching or Research Assistant/Associate
- Undesignated

Family Income

Farm Worker

Federal Interagency Committee on Education (FICE) Code

Federal Vendor Number

Fellowships

Final Cost Objectives

First Professional

First Professional Degree

First-Time Entering Student

Fiscal Year

Foregone Income

Four-One-Four

Fringe Benefits

Full Costs

Functional Suitability of Facility

Fund Balance

Fund Groups
- Current Funds
- Loan Funds
- Endowment and Similar Funds
  - Endowment Funds
  - Term Endowment Funds
  - Quasi-Endowment Funds

- Annuity and Life Income Funds
- Plant Funds
  - Unexpended Plant Funds
  - Funds for Renewals and Replacements
  - Funds for Retirement of Indebtedness
  - Investment in Plant
- Agency Funds

Geographic Origin
- In-District Student
- In-State Student
- Out-of-State Student

Government Appropriations

Government Grants and Contracts

Graduate I

Graduate II

Graduate Transfer

Hearing

Homemaker

Honorary Degree/Diploma/Certificate

Hospital

Hospital Expenditures

Housing Unit

In-District Student

In-State Student

Independent Operations

Independent Operations Expenditures

Institution

Institution Code
- Federal Interagency Committee on Education (FICE) Code
- Federal Vendor Number

- Institution or Learning Center Name
- Institutional Control
- Institutional Structure
  - Single Campus Institution
  - Main Campus Plus Branch(es) and/or Extension Center(s)
  - Multi-Campus System
  - Other Institutional Structures
- Institutional Support
- Instruction
- Instruction/Research
- Instruction/Research/Public Service Personnel
- Intercollegiate Athletics
- Internal Service Activities
- Investment Income
- Laborer (Unskilled)
- Land
- Land Improvement
- Legal Identity
  - Public
    - Federal Government
    - State Government
    - Political Subdivision
    - State and Local Government (Shared)
    - Federal and State Government (Shared)
  - Private
    - Independent Nonprofit Group or Organization
    - Proprietary
- Loan
- Loan Cancellations and Write-Offs
- Loan Funds
- Loan Funds Matching Grants

Objects of Expenditure
- Compensation
- Supplies and Services
- Capital Asset
- Scholarships and Fellowships

Occupation
- Official or Manager
- Professional
- Technician
- Sales Worker
- Office or Clerical Worker
- Craftsman (Skilled)
- Operative (Semiskilled)
- Laborer (Unskilled)
- Service Worker
- Farm Worker
- Homemaker
- Other

Occupational Activity
- Instruction/Research
- Executive/Administrative
- Support
- Technical
- Office/Clerical
- Crafts/Trades
- Service

Office/Clerical

Office or Clerical Worker

Official or Manager

Operation and Maintenance of Plant

Operative (Semiskilled)

Organizational Unit

Organized Research

Other Learning Centers

Other Staff

Out-Of-State Student

Lower Division

Main Campus Plus Branch(es) and/or Extension Center(s)

Mandatory Transfer

Marital Status
- Single
- Ever Married
  - Now Married
    - Married, Spouse Present
    - Married, Spouse Absent
      - Separated
      - Other
  - Widowed
  - Divorced

Master's Degree

Military Status
- Have Never Served in the Armed Forces
- Have Served in the Armed Forces
  - Eligible for Veterans Benefits
  - Not Eligible for Veterans Benefits

Multi-Campus System

Native American/American Indian

Net Realized Gains on the Sale of Investments

Noncapital Equipment

Nondegree/Diploma/Certificate Student

Nonexempt Personnel

Nonmandatory Transfer

Normal Student Load

Normal Time to Complete a Student Program

Not on Clear Status

Number of Years of Regular Schooling

- Outcomes of Educational Activities
  - Student Growth and Development
  - Development of New Knowledge and Art Forms
  - Community Service and Development
  - Inseparable Combination

- Ownership

- Personnel Categories
  - Instruction/Research/Public Service Personnel
  - Administrative/Support Personnel
  - Other Staff

- Physical Handicap Status
  - Ambulatory
  - Sight
  - Hearing
  - Other

- Plant Funds

- Postsecondary Education

- Postsecondary Education Institution

- Postsecondary Education Institution and Learning Center Categories
  - Postsecondary Education Institution
    - Doctoral Granting Universities
      - Major Research Universities
      - Other Research Universities
      - Other Doctoral-Granting Universities
    - Comprehensive Colleges and Universities
    - General Baccalaureate Colleges
    - Separate Specialized Professional Schools
      - Divinity Schools
      - Medical Schools and Centers
      - Other Health Profession Schools
      - Schools of Engineering and Technology
      - Schools of Business and Management
      - Schools of Art, Music, and Design
      - Schools of Law
      - Teachers Colleges
      - Other Specialized Institutions and Centers
    - Community/Junior Colleges
      - Comprehensive Community/Junior Colleges
      - Academic Community/Junior Colleges

    - Comprehensive Vocational/Technical Schools
    - Specialized Vocational/Technical Schools
        - Technical Institutes
        - Business/Commercial Schools
        - Cosmetology Schools
        - Flight Schools
        - Trade Schools
        - Health Care Schools
        - Recreation Schools
        - Foreign Language Schools
        - Real Estate Schools
        - Other
- Other Learning Centers

Postsecondary Education Institution Size Categories

Predominant Calendar System
- Quarter
- Semester
- Trimester
- Four-One-Four
- Other

Present Value of Foregone Income

Primary Program

Private

Private Gifts, Grants, and Contracts

Professional

Program Classification Structure (PCS) Categories
- Primary Program
    - Instruction
    - Organized Research
    - Public Service
- Support Program
    - Academic Support
    - Student Service
    - Institutional Support
    - Independent Operations

Program Completer

Program Element

Provision for Debt Service

Public

Public Service

Quarter

Readmitted Student

Region

Regular Session

Rent

Reporting Unit

Research

Research, Scholarship, and Creative Work Activities

Restricted Funds

Restriction Categories
    Unrestricted Funds
    Restricted Funds

Room Use Categories
    Classroom Facilities
    Laboratory Facilities
    Office Facilities
    Study Facilities
    Special Use Facilities
    General Use Facilities
    Supporting Facilities
    Health Care Facilities
    Residential Facilities
    Unclassified Facilities

Salary

Sales and Services

Sales Worker

- Scholarships and Fellowships
    - Scholarships
    - Fellowships
    - Other

- Seasonal Adjustment

- Seasonally Adjusted Annual Rate

- Semester

- Semester Credit

- Semester Credit Equivalent

- Service

- Service Month

- Service Worker

- Sight

- Single Campus Institution

- Socioeconomic Status
    - Family Income
    - Current or Most Recent Occupation(s) of Head(s) of Family
    - Educational Background(s) of Head(s) of Family
        - Number of Years of Regular Schooling
        - Vocational Training
        - Degree(s)/Diploma(s)/Certificate(s) Earned

- Spanish-Surnamed American

- Special Session

- Station

- Station Type

- Student Enrollment--Beginning Count

- Student Enrollment--Final Count

- Student Growth and Development

- Student Level
    - Lower Division
    - Upper Division
    - First Professional
    - Graduate I
    - Graduate II

- Student Load

- Student Service

- Student Status
    - Degree/Diploma/Certificate Student
    - Nondegree/Diploma/Certificate Student

- Supplies and Services
    - Supplies
    - Communications
    - Travel
    - Other Contractual Services
    - Noncapital Equipment

- Support

- Support Costs

- Support Program

- Teaching Activities

- Technical

- Technician

- Tenure Status

- Termination Status--Student
    - Clear Status
    - Not on Clear Status
        - Academically Suspended or Dropped
        - Other
    - Program Completer
        - Degree/Diploma/Certificate Recipient
        - Other Degree/Diploma/Certificate Program Completer

- Transfer

- Transfer Categories
    - Mandatory Transfer
        - Debt Service
        - Renewal and Replacement
        - Loan Fund Matching Grant
        - Other
    - Nonmandatory Transfer
        - Distribution of Capital Gains
        - Designation of Unrestricted Funds
        - Other

Transfer Payment

Trimester

Tuition and Fees

Unclassified Facilities

Unit Costs

Unit Described

Unrestricted Funds

Vocational Training

Weekly Room Hours (WRH)

Weekly Student Hour (WSH)

Work/Study Assistance

NCHEMS PUBLICATION ACRONYMS

CAM	Cost Analysis Manual (Field Review Edition). Technical Report 45. James R. Topping. Boulder, Colorado: Western Interstate Commission for Higher Education, March 1974.
CFP	Cost Finding Principles and Procedures (Preliminary Field Review Edition). Technical Report 26. Gordon Ziemer, Michael Young, and James Topping. Boulder, Colorado: Western Interstate Commission for Higher Education, November 1971.
DED	Data Element Dictionary (Second Edition). Technical Report 51. Suzette Goddard; James S. Martin; Leonard C. Romney. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.
FAA	Faculty Activity Analysis: Procedures Manual. Technical Report 44. Charles W. Manning and Leonard C. Romney. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.
FICM	Higher Education Facilities Inventory and Classification Manual. (Final Review Edition). Technical Report 36. Leonard C. Romney. Boulder, Colorado: Western Interstate Commission for Higher Education, December 1972.
HEFM	Higher Education Finance Manual (Field Review Edition). Technical Report 53. Douglas J. Collier. Boulder, Colorado: Western Interstate Commission for Higher Education, April 1974.
IEP	Information Exchange Procedures Manual (Field Review Edition). Technical Report 47. Nancy K. Renkiewicz and James R. Topping. Boulder, Colorado: Western Interstate Commission for Higher Education, December 1973.
OUTCOMES	An Introduction to the Identification and Uses of Higher Education Outcome Information. Technical Repot 40. Sidney S. Micek and Robert A. Wallhaus. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.
PCS	Program Classification Structure (First Edition). Technical Report 27. Warren W. Gulko. Boulder, Colorado: Western Interstate Commission for Higher Education, January 1972.
PM	Program Measures. Technical Report 35. James R. Topping and Glenn K. Miyataki. Boulder, Colorado: Western Interstate Commission for Higher Education, February 1973.
SAM	Higher Education Facilities Planning and Management Manuals. Technical Report 17-1 through 17-7. Harold L. Dahnke, Dennis P. Jones, Thomas R. Mason, and Leonard C. Romney. Boulder, Colorado: Western Interstate Commission for Higher Education, May 1971.

GLOSSARY

GLOSSARY

ACADEMIC ACHIEVEMENT AND/OR APTITUDE SCORES - Scores achieved on various tests, grade point averages and/or class ranks which might be used to indicate the academic achievement and/or aptitude of individuals.

Some of the tests that may be used as indicators are: postsecondary education entrance tests (e.g., Scholastic Aptitude Test [SAT], American College Testing [ACT] program battery, Graduate Record Examination [GRE], Law School Admissions Test [LSAT], etc.); placement examinations (e.g., Tests of General Educational Development [GED], College Level Examination Program [CLEP], etc.); vocational tests and reviews (e.g., The Dailey Vocational Tests [DVT], Flanagan Industrial Tests [FIT], etc.); achievement batteries (e.g., Stanford Achievement Test: High School Technical Comprehension Test, Etc.); and aptitude scores (e.g., General Aptitude Test Battery [GATB], etc.). High school and/or postsecondary education grade point averages (GPAs) and/or ranks in class (converted to a comparable base point) might also be used as indicators.

The following SAT and ACT quantitative and verbal score intervals are suggested:

SAT	ACT
200-299	1-12
300-399	13-16
400-499	17-22
500-599	23-26
600-699	27-31
700-799	32 or above

REFERENCE: IEP

ACADEMIC SUPPORT - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

ACADEMIC YEAR - The institutionally defined consecutive period of time used as a reference for record keeping related to student programs, faculty participation and employment, student attendance, and other matters related to academic affairs.

An academic year may be equivalent to a fiscal year or may include only a subset of the sessions during which course work is offered. Typically an academic year is equated to two semesters, three quarters, two trimesters, or the period of time covered by the 4-1-4 plan.

REFERENCE: IEP

ACTIVITY CENTER - A particular level of aggregation of similar functions performed by persons in postsecondary education institutions, learning centers, or programs based on the Program Classification Structure.

REFERENCE: CAM, IEP

ADDITION CATEGORIES - Standard categories that include the sources of institutional resources flowing into any of the institution's fund groups during the reporting period excepting transfers of monies between fund groups.

The term revenues is a subset of additions, and applies only to additions to the current funds group.

The following categories are recommended:

(1) TUITION AND FEES - Assessments (net of refunds) against students for educational purposes.

Charges for room, board, and other services rendered by auxiliary enterprises are not included in this category.

(2) GOVERNMENT APPROPRIATIONS - Monies received from, or made available by, government sources through legislative acts (excluding government grants and contracts).

This category includes only government appropriations made from tax levy funds, including those taxes levied directly by the institution under authority granted by the legislature or constitution, federal land grant appropriations, and federal revenue sharing funds. Not included would be institutional fees and other income reappropriated by the legislature to the institution (e.g., tuition and fees monies collected by the institution and returned to it in the form of appropriations would not be included in this category as they should be included in the tuition and fees total).

The following subcategories are recommended for reflecting the legislative levels of the fundors:

a) Federal
b) State
c) Local

(3) GOVERNMENT GRANTS AND CONTRACTS - Monies from government agencies which are received or made available for specific projects or programs.

Research projects, scholarships and fellowships, training programs, training and instructional institutes, and other similar activities for which monies are received, or expenditures are reimbursable, under the terms of the grant or contract are examples of types of program and project monies that would be included in this category.

The following subcategories are recommended for reflecting the legislative levels of the fundors:

a) Federal
b) State
c) Local

(4) PRIVATE GIFTS, GRANTS, AND CONTRACTS - Monies received from individuals or nongovernmental organizations.

Included in this category would be those monies resulting from the purchase of goods or services from the institution on a contractual basis and monies received as a result of gifts, grants, or contracts from a foreign government.

The following subcategories are recommended:

a) Private Gifts and Grants - The sum of all monies received from private donors for which no legal consideration is involved (i.e., no specific goods or services must be provided to the donor in return for the monies).
b) Private Contracts - The sum of all monies received for which specific goods and services must be provided to the donor as stipulation for receipt of the funds.

(5) INVESTMENT INCOME - All unrestricted income of endowment and similar funds, restricted income of endowment and similar funds whether or not the income is expended during the reporting period, and income from funds held in trust by others under irrevocable trusts.

This category does not include the net capital gains resulting from the sale of investments nor does it include any portion of the unrealized gains on investments used for current operations under the total return concept.

(6) NET REALIZED GAINS ON THE SALE OF INVESTMENTS - All net additions to particular fund groups resulting from the sale of the fund group's assets for an amount greater than the carrying value of those assets (either cost or fair market value).

(7) SALES AND SERVICES - Monies generated by the educational activities, auxiliary enterprises, and hospital operations of the institution.

The following subcategories of sales and services are suggested:

a) Educational Activity - Monies derived from the sales of goods or services that are incidental to the conduct of the institution's primary mission (i.e., instruction, research, public service).
b) Auxiliary Enterprise - Monies derived from the auxiliary enterprise operations of the institution.
c) Hospital - Monies derived from a hospital operated by the institution -- net of discounts, allowances, and provisions for doubtful accounts.

(8) INDEPENDENT OPERATIONS - Monies received that are independent of, or unrelated to, the primary missions of the institution (e.g., revenues associated with major federally funded research laboratories such as Atomic Energy Commission, Jet Propulsion Laboratories, etc.); and other operations not considered an integral part of the institution's educational or auxiliary enterprise operations).

(9) OTHER - This category includes all other additions to fund groups not included in the categories described above (e.g., monies expended for plant facilities, retirement of indebtedness, etc.).

REFERENCE: HEFM

ADMINISTRATIVE/SUPPORT PERSONNEL - See PERSONNEL CATEGORIES.

ADMISSION STATUS - See ENROLLMENT STATUS.

AGE - The chronological age of an individual as of some specified date.

The following age ranges are suggested:

Under 14 years of age
14 - 17 years
18 - 20 years
21 - 24 years
25 - 34 years
35 - 44 years
45 - 54 years
55 - 64 years
Over 64 years of age

REFERENCE: Bureau of the Census (General Population Characteristics)

AGENCY FUNDS - See FUND GROUPS.

AMBULATORY - See PHYSICAL HANDICAP STATUS.

ANNUITY AND LIFE INCOME FUNDS - See FUND GROUPS

ASIAN-AMERICAN/ORIENTAL - See ETHNIC STATUS.

ASSOCIATE DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

AUXILIARY ENTERPRISE - An organizational entity that exists to furnish service to students, faculty, or staff and that charges a fee related to, although not necessarily equal to, the cost of the service.

Auxiliary enterprises usually include residence halls, food services, intercollegiate athletics, college unions, college stores, (e.g., barber shops, movie houses, etc.), and other services. The general public may be served incidentally by some auxiliary enterprises. Also see current funds expenditure categories and current funds revenue categories.

REFERENCE: HEFM, IEP

AUXILIARY ENTERPRISE EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

BACHELOR'S DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

BLACK/NEGRO - See ETHNIC STATUS

BUILDING - See CAPITAL ASSET.

CALENDAR SYSTEM - See PREDOMINANT CALENDAR SYSTEM.

CAPITAL ASSET - Any physical resource which benefits the institution, a program, course of study, or activity for more than one operating period.

The following categories are suggested:

(1) LAND - Unimproved real estate.

(2) LAND IMPROVEMENT - A real estate improvement other than a building (e.g., a street, sidewalk, outside lighting, etc.).

(3) BUILDING - A facility permanently affixed to the land. This would include associated fixed and mechanical equipment (e.g., heating and air-conditioning systems, plumbing and sewer systems, etc.).

(4) CAPITAL EQUIPMENT - An item of moveable property (not permanently attached to a structure) that has an acquisition cost of $500 or more and an expected life exceeding two years.

The criteria stated above were developed by the Cost Accounting Standards Board (CASB). If different criteria are used to determine the cut-off values for acquisition cost or expected life, they should be conspicuously noted.

REFERENCE: CAM

CAPITAL COSTS - The valuation placed upon the services provided by buildings, land improvements, and capital equipment (both owned and leased) used by the institution during any time period.

If the capital assets are owned by the institution, the annual capital cost is defined as the current depreciation of the asset plus the interest foregone on the investment in that asset. If the capital assets are leased, the annual capital costs are equivalent to the total rental expenditures.

The following capital cost categories are suggested:

(1) LAND IMPROVEMENT - The cost of real estate improvements other than buildings.

(2) BUILDING - The original acquisition cost of the building plus the cost of any subsequent additions (i.e., parts added that enlarge or expand the building and/or significantly alter its function).

Renovations (i.e., the restoration or repair of facilities without significant change in the function of the facility and without actually increasing the size or capacity of the facility) made to the building are not included in this cost category.

(3) CAPITAL EQUIPMENT - The cost of moveable property having an acquisition cost of $500 or more and an expected service life that exceeds two years.

REFERENCE: CAM, IEP

CAPITAL EQUIPMENT - See CAPITAL ASSET.

CENSUS DATE - The designated day in an academic term, after most drops/adds have been completed, when the institution takes official enrollment counts, (typically sometime between the second and fourth week of classes).

This term is used in the determination of the student enrollment -- beginning count, and also in connection with other measures of enrollment at a reporting unit.

REFERENCE: IEP

CERTIFICATE - See DEGREE/DIPLOMA/CERTIFICATE.

CLEAR STATUS - See TERMINATION STATUS -- STUDENT.

COMMUNITY SERVICE AND DEVELOPMENT - See OUTCOMES OF EDUCATIONAL ACTIVITIES.

COMPENSATION - The total amount of dollars, including both gross salaries and fringe benefits, paid directly to, or on behalf of, personnel.

The following categories of compensation are recommended:

(1) SALARY - The gross dollars (i.e., wages) paid to an employee excluding any fringe benefits.

(2) FRINGE BENEFITS - Includes all benefits paid and accruing to an employee, regardless of whether the benefits or equivalent cash options are available to all.

The following is a list of some of the important subcategories:

a) Social Security - If covered by Social Security, includes appropriate FICA tax. If covered by an alternative plan such as Public Employees Retirement Association (PERA), includes the appropriate payments.
b) Retirement - Includes all contributions made to a retirement fund regardless of vesting requirements. Payments made by an individual employee to a personal annuity or living trust are not to be included as retirement fringe benefits.
c) Medical Insurance - Includes payments made to provide medical insurance.
d) Life Insurance - Includes payments made to provide life insurance.
e) Guaranteed Disability Income Protection - Includes contributions, through insurance or otherwise, for prolonged disability income payments, providing such payments do not arise from the accumulation of unused annual sick leave benefits.

f) Unemployment Compensation - Includes payments to be made under the Unemployment Compensation Act.

g) Workmen's Compensation - Includes payments to be made under the Workmen's Compensation Act.

h) Other Benefits - Includes all benefit payments not elsewhere classified. Included would be such things as tuition and housing benefits (e.g., tuition waivers for family members). Benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included in fringe benefits. These items should be included as a part of the supplies and services of the appropriate activity center.

For some purposes it may be useful to tabulate or organize these data by faculty rank, personnel categories, term of employment, programs and activities, subject matter areas, etc.

REFERENCE: IEP

CONDITION OF FACILITY - The physical status and quality of individual facilities at the time an inventory is completed, based upon institutionally defined and/or state defined ratings.

The following categories are suggested for describing the condition of individual facilities:

(1) SATISFACTORY - Suitable for continued use with normal maintenance.

(2) REMODELING -- A - Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling -- A is not greater than 25 percent of the estimated replacement cost of the facility.

(3) REMODELING -- B - Requires major updating and/or modernization of the facility. The approximate cost of Remodeling -- B is greater than 25 percent, and less than 50 percent of the estimated replacement cost of the facility.

(4) REMODELING -- C - Requires major remodeling of the facility. The approximate cost of Remodeling -- C is greater than 50 percent of the estimated replacement cost of the facility.

(5) DEMOLITION - Should be demolished or abandoned because the facility is unsafe or structurally unsound irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If a facility is scheduled for demolition, its condition is recorded as "demolition", regardless of its physical status and quality.

(6) TERMINATION - Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacating of leased space. This category takes precedence over 1, 2, 3, and 4. If a facility is scheduled for termination, its condition is recorded as "termination" regardless of its physical status and quality.

For some purposes it may be useful to tabulate or organize these data by major building use, room use categories, type of space (e.g., assignable and non-assignable), ownership, and source of operating and/or capital funding.

REFERENCE: DED, FICM, SAM

CONTACT HOUR - A unit of measure that represents one hour of instruction given to one student in one week.

REFERENCE: CAM

CONTINUING STUDENT STATUS - See ENROLLMENT STATUS.

CONTRIBUTED SERVICES - See DIRECT COSTS.

COURSE LEVEL - The level of offering for instructional courses.

The following categories are recommended:

(1) PREPARATORY - Refers typically to course offerings or substitutes thereof (e.g., examinations) that may be part of the curricular requirements or preparation for degree work.

(2) LOWER DIVISION - Refers to course offerings at a level of comprehension usually associated with freshman and sophomore students.

(3) UPPER DIVISION - Refers to course offerings at a level of comprehension usually associated with junior and senior students.

(4) COMBINED UPPER DIVISION AND GRADUATE OR PROFESSIONAL - Refers to those cases where no distinction is made between undergraduate and graduate courses.

(5) GRADUATE OR PROFESSIONAL ONLY - Refers to postbaccalaureate offerings.

(6) OTHER - Is to be used for a course level in those situations where the recommended course levels are not appropriate.

It should be noted that course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level of those enrolled in the course. For example, an elementary algebra course that happens to have an unusually large proportion of seniors enrolled does not become an advanced course by virtue of the level of the participants.

REFERENCE: DED, FAA, PCS

CRAFTS/TRADES - See OCCUPATIONAL ACTIVITY.

CRAFTSMAN (SKILLED) - See OCCUPATION.

CURRENT FUNDS - See FUND GROUPS.

CURRENT FUNDS EXPENDITURE CATEGORIES - Standard functional categories used to collect and maintain transactional expenditures of the current funds group.

The following categories and subcategories are recommended:

(1) EDUCATIONAL AND GENERAL EXPENDITURES

a) Instruction - Expenditures for credit and noncredit instructional activities (e.g., general academic instruction, occupational and vocational instruction, special session instruction, community education, etc.).
b) Research - Expenditures for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution (e.g., institutes and research centers, individual or project research, etc.).
c) Public Service - Expenditures for activities established primarily to provide noninstructional services beneficial to groups external to the institution (e.g., community service, cooperative extension service, etc.).
d) Academic Support - Expenditures for activities carried out primarily to provide support services that are an integral part of the operations of the instruction, research, and/or public service programs of the institution (e.g., libraries, museums and galleries, audio/visual services, computing support, ancillary support, academic administration and personnel development, course and curriculum development, etc.).
e) Student Services - Expenditures for admissions, registrar activities, and activities whose primary purpose is to contribute to the students' emotional and physical well-being and

to their intellectual, cultural, and social development outside the context of the formal instruction program (e.g., social and cultural development, supplementary educational service, counseling and career guidance, financial aid administration, student admissions and records, student health services, etc.).

f) Institutional Support - Expenditures for activities whose major purpose is to provide operational support for the day-to-day functioning of the institution, with the exception of expenditures for physical plant operations (e.g., executive management, fiscal operations, general administrative services, logistical services, community relations, etc.).

g) Operation and Maintenance of Plant - Expenditures for the operation and maintenance of physical plant, net of amounts charged to auxiliary enterprises and hospitals (e.g., for operations established to provide services and maintenance related to campus grounds and facilities, including utilities, property insurance, etc.).

h) Scholarships and Fellowships - Monies given in the form of outright grants and trainee stipends to individuals enrolled in formal credit or noncredit course work (e.g., scholarships, [outright grants in aid, trainee stipends, and prizes to undergraduate students] and fellowships [outright grants in aid and trainee stipends to graduate students]).

(2) AUXILIARY ENTERPRISE EXPENDITURES - All costs, except depreciation, of operating the institution's auxiliary enterprises, including charges for physical plant operations and general institutional support; and other direct costs and indirect costs (e.g., faculty/staff parking, faculty housing, student health services and intercollegiate athletics when operated as auxiliary enterprises).

(3) HOSPITAL EXPENDITURES - Expenditures associated with the operation of the hospital (e.g., nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations).

(4) INDEPENDENT OPERATIONS EXPENDITURES - Expenditures for those operations which are independent of, or unrelated to, the primary missions of the institution (i.e., instruction, research, public service) although they may indirectly contribute to the enhancement of these programs (e.g., major federally funded research laboratories).

A cross-over will be required to report transactional current funds expenditure data in the "Program Classification Structure" (Gulko, 1972).

REFERENCE: HEFM

CURRENT FUNDS MANDATORY TRANSFER CATEGORIES - Include all transfers from current funds which must be made to other fund groups in order to fulfill binding legal obligations of the institution.

The following categories are recommended:

(1) PROVISION FOR DEBT SERVICE - Amounts set aside for debt retirement and interest, and to meet the required provisions for renewals and replacements to the extent not financed from other sources.

(2) LOAN FUNDS MATCHING GRANTS - Transfers to loan funds as required to match outside gifts or grants, usually from the United States Government, unless financed from other sources.

(3) OTHER - All transfers not included in the above categories.

REFERENCE: HEFM

CURRENT FUNDS REVENUE CATEGORIES - Standard categories that describe all unrestricted funds accepted during the reporting period plus those restricted funds which were expended for operating purposes during the reporting period.

The following categories are recommended:

(1) TUITION AND FEES - All tuition and fees assessed (net of refunds) against students for current operating purposes.

The value of all tuition and fees remissions, exemptions, or waivers should be calculated and reported as revenue even though there is no intention of collecting them from the student. Fees assessed for student health services which are operated as a service to the student body rather than as an auxiliary enterprise would be included in this category.

Even if tuition and fees are remitted to the state, as an offset to the state appropriation, these monies should still be reported in this category.

(2) GOVERNMENT APPROPRIATIONS - All unrestricted appropriations and restricted appropriations to the extent expended for current operations, including scholarships and fellowships, received from, or made available to, the institution through acts of a legislative body, exclusive of government grants and contracts.

The following fundor-level subcategories are recommended:

a) Federal
b) State
c) Local

(3) GOVERNMENT GRANTS AND CONTRACTS - All revenues from government agencies which are received or made available for specific projects or programs.

The following fundor-level subcategories are recommended:

a) Federal
b) State
c) Local

(4) PRIVATE GIFTS, GRANTS, AND CONTRACTS - All revenues from nongovernmental organizations or individuals, including monies resulting from the purchase of goods or services by nongovernmental entities on a contractual basis.

Unrestricted gifts, grants, and bequests, as well as restricted gifts and grants to the extent that they were expended for current operations including scholarships and fellowships are included in this category. Income from funds held in revocable trusts or distributable at the discretion of the trustees of such trusts should be reported under this classification. Monies received as a result of gifts, grants, or contracts from a foreign government would be included in this category. When the performance of contributed services is significant for an institution, the value of these services should be included in this category.

Revenues derived from contracts for activities not related to the primary missions of the institution (i.e., instruction, research, public service) would not be included in this category.

(5) ENDOWMENT INCOME - All unrestricted income of endowment and similar funds; restricted income of endowment and similar funds to the extent expended for current operating purposes; and income from funds held in trust by others under irrevocable trusts.

The unrestricted income from endowment funds and other similar funds credited to revenues should be the total ordinary income earned (or yield) on the investments of these funds.

Income from investments of endowment funds and other similar funds does not include capital gains and losses since such gains and losses are accounted for in the endowment and similar funds group.

(6) SALES AND SERVICES - All revenues derived from the sales of goods and services of educational departments and offices not directly associated with the education of students, generated by auxiliary enterprises, and hospital operations.

The following subcategories are recommended:

a) Educational Activity - Includes sales and services revenues of an activity that is incidental to the primary missions of the institution (i.e., instruction, research, public service).

For revenue reporting purposes, the type of service rendered takes precedence over the form of the agreement by which those services are rendered. Therefore, no revenues of educational departments would be included as private gifts, grants, and contracts, even if they are performed under contract. Film rentals, scientific and literary publications, testing services, etc., would be examples of such revenues.

Also included in this category are the revenues from activities that exist to provide an instructional or laboratory experience for students and that incidentally create goods or services that may be sold to students, faculty, and staff, or to the general public, such as dairy creameries, food technology divisions, and so forth. If service to the students, rather than training and instruction, is the primary purpose of the activities, the revenue should be classified as sales and services of auxiliary enterprises.

b) Auxiliary Enterprise - Includes monies derived directly from the operation of an auxiliary enterprise.

This category does not include revenues received in the form of grants, gifts, or endowment income restricted for auxiliary enterprises but is limited to monies derived directly from the operation of the auxiliary enterprises themselves.

c) Hospital - Includes monies derived directly from (net of discounts, allowances, and provision for doubtful accounts) a hospital operated by the institution.

Included in this figure would be revenues from daily patient services (e.g., medical, surgical, pediatrics, intensive care, etc.), nursing services (e.g., operating room, recovery room, etc.), and other professional services (e.g., laboratories, blood bank, etc.). Revenues of health clinics that are part of the hospital should be included in this subcategory. Revenue from research and other grants, gifts, appropriations, and endowment income restricted for hospital operations is not included in this subcategory.

(7) INDEPENDENT OPERATIONS - All revenues associated with those operations that are independent of or unrelated to the primary

missions of the institution (i.e., instruction, research, public service) although they may indirectly contribute to the enhancement of these programs.

This category includes revenues associated with major federally funded research laboratories (e.g., Atomic Energy Commission, Jet Propulsion Labs, etc.), and other operations not considered an integral part of the institution's educational or auxiliary enterprise operations. This category does not include the net profit (or loss) from operations owned and managed as investment of the institution's endowment and similar funds group.

(8) OTHER SOURCES - All items of revenue not covered elsewhere.

This category includes revenue resulting from interest income and gains (net of losses) from investments of unrestricted current funds, revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution, monies derived from expired term endowment agreements and expired annuity and life income agreements, etc.

REFERENCE: HEFM

DEBT SERVICE - See DEDUCTION CATEGORIES.

DEDUCTION CATEGORIES - Standard categories that include all funds flowing out of any of the fund groups during the reporting period, except those funds leaving fund groups as the result of a transfer of funds.

The term expenditures is a subset of deductions and applies primarily to deductions from current funds and occasionally from plant funds.

The following categories are recommended:

(1) CURRENT FUNDS EXPENDITURES - Expenditures made from restricted and unrestricted current funds monies, except for the omission of depreciation and the handling of expenditures for a term conducted over the end of a fiscal year, for operating purposes including those funds expended for renewals and replacements of equipment.

(2) LOAN CANCELLATIONS AND WRITE-OFFS - Those amounts deducted from the loan funds to provide for uncollectible loans.

(3) EXPENDED FOR PLANT FACILITIES - All disbursements made for renovations to existing plant from the renewals and replacements subcategory of the plant funds group.

(4) DEBT SERVICE - All deductions made for the purpose of reducing the institution's debt on its physical plant from the retirement of indebtedness subcategory of the plant funds group.

If debt is incurred in any of the other fund groups, all payments made to reduce this debt would also be included in this category. Transfers made from one fund group for the purposes of satisfying debt requirements in another fund group would not be included in this category, but under transfers.

(5) OTHER - All other deductions from fund groups not included in one of the categories described above.

Examples of other deductions would be the disposal of plant facilities (from the investment in plant subcategory of the plant funds), term endowments (from the endowment and similar funds group), and administrative and collection costs of the loan fund group, etc.

REFERENCE: HEFM

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his/her public service and/or distinguished career-related endeavors.

The following categories are suggested:

(1) CERTIFICATE OR DIPLOMA (LESS THAN ONE YEAR) - An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span less than one academic year.

(2) CERTIFICATE OR DIPLOMA (ONE YEAR OR MORE) - An award for the successful completion of a program offered by a postsecondary education institution that covers any time span between one academic year and two academic years.

(3) ASSOCIATE DEGREE (TWO YEARS OR MORE) - The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work.

(4) BACHELOR'S DEGREE - Any earned academic degree carrying the title of Bachelor.

(5) FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees should be included:

a) Dentistry (D.D.S or D.M.D.)
b) Law, General (LL.B. or J.D.)
c) Medicine (M.D.)
d) Optometry (O.D.)
e) Osteopathic Medicine (D.O)
f) Podiatry (Pod.D., D.P., or P.M.)
g) Theological Professions, General (B.D., M.Div., Rabbi)
h) Veterinary Medicine (D.V.M.)
i) Other

(6) MASTER'S DEGREE - Any earned academic degree carrying the title of Master. In liberal arts and sciences, the degree is customarily granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation (e.g., L.L.M., M.S. [Master in Surgery or Master of Science], M.S.W. [Master of Social Work]) earned after the first professional degree.

(7) DOCTORAL DEGREE - An earned academic degree carrying the title of Doctor. Not to be included are first professional degrees such as M.D., D.D.S.

(8) OTHER - Includes all other categories of earned degrees/diplomas/certificates, such as specialist degrees for work completed toward a certificate (e.g., Educational Specialist, etc.).

(9) HONORARY DEGREE/DIPLOMA/CERTIFICATE - A degree/diploma/certificate awarded to an individual in recognition of his/her public service and/or distinguished career-related endeavors.

The types of awards or titles conferred can be used in determining the costs of producing a degree/diploma/certificate and in assessing the distribution of postsecondary education degree/diploma/certificate opportunities and/or completions in a region (e.g., county, state, etc.).

REFERENCE: DED, IEP, PM, National Center for Educational Statistics (Encyclopedia of Education)

DEGREE/DIPLOMA/CERTIFICATE STUDENT - See STUDENT STATUS.

DESIGNATED FUNDS - See RESTRICTION CATEGORIES.

DEVELOPMENT OF NEW KNOWLEDGE AND ART FORMS - See OUTCOMES OF EDUCATIONAL ACTIVITIES.

DIPLOMA - See DEGREE/DIPLOMA/CERTIFICATE.

DIRECT COSTS - The sum of compensation and supplies and services which have been assigned to the Program Classification Structure (PCS) categories of instruction, organized research, public service, academic support, student service, and institutional support.

Specifically excluded from total direct costs are capital costs, independent operations, scholarships and fellowships, and the cost of purchases intended for resale.

The institution may also have direct costs that are not recorded in its accounting system. Some of these may be:

(1) EXPENDITURES MADE BY ANOTHER STATE AGENCY - Expenditures made by a state agency that should be considered and included as direct costs of the institution. Retirement benefits which are paid for all state employees, a state purchasing agency, and a state transportation pool are examples of such expenditures.

(2) EXPENDITURES MADE BY A CENTRAL ADMINISTRATION - Any services provided by a central administrative function must be allocated to the individual campuses before direct costs are calculated if the institution is part of a statewide system.

(3) CONTRIBUTED SERVICES - The value of contributed services is the full fair market salary of the individual less any actual compensation received. This adjustment is needed for those institutions where faculty receive less than full compensation in order to represent the total resources used by the institution.

In determining the direct costs of particular Program Classification Structure (PCS) categories, the "Cost Analysis Manual" (Topping, 1974) and the "Information Exchange Procedures" (Renkiewicz and Topping, 1973) should be consulted for further clarification.

REFERENCE: CAM, CFP, HEFM

DOCTORAL DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

DONATED SERVICES - See CONTRIBUTED SERVICES.

EDUCATIONAL AND GENERAL EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

EDUCATIONAL BACKGROUND - The status of individuals relating to their educational and work related training and status during the reference period of time.

The following categories are suggested:

(1) NUMBER OF YEARS OF REGULAR SCHOOLING - See "Educational Attainments Level" [1460] .

(2) VOCATIONAL TRAINING - An individual's completion of one or more vocational training programs (e.g., in high school, as an apprentice, and/or in all but the higher education sector of postsecondary education).

Courses received by correspondence, on-the-job training, or Armed Forces training not useful in a civilian job may not be included.

Suggested subcategories for the main field of training received are:

a) Business or Office Work
b) Nursing or Other Health Fields
c) Trades and Crafts
d) Engineering or Science Technician or Draftsman
e) Agriculture or Home Economics
f) Other Fields

(3) DEGREE(S)/DIPLOMA(S)/CERTIFICATE(S) EARNED - See DEGREE/DIPLOMA/CERTIFICATE.

REFERENCE: DED, Bureau of the Census ("1970 Census Users Guide").

ENDOWMENT AND SIMILAR FUNDS - See FUND GROUPS.

ENDOWMENT INCOME - See CURRENT FUNDS REVENUE CATEGORIES.

ENROLLMENT STATUS - A student's present attendance status in a postsecondary education institution or learning center.

The following categories are suggested:

(1) FIRST-TIME ENTERING STUDENT - Any individual who is either entering a postsecondary education institution or learning center for the first time, and/or who is entering the reporting unit for the first time.

The following subcategories are suggested:

a) First-time entrance to any postsecondary education institution or learning center at specified educational levels.

This subcategory may be further subdivided as follows:

i) Undergraduate - See "First-Time Entering Students - Undergraduate" [2100]

ii) First Professional - See "First-Time Entering Students - First Professional" [2110].

iii) Graduate - See "First-Time Entering Students - Graduate" [2120].

iv) Other - An individual who is entering a postsecondary education institution or learning center for the first time and is not included in any of the three preceding subcategories.

Individuals entering other postsecondary education institutions or learning centers (e.g., recreational schools, schools that teach real estate sales, free universities, etc.) for the first time would be included in this subcategory.

b) First-time entrance to the reporting unit.

This subcategory may be further subdivided as follows:

i) Undergraduate - An individual who enters the institution for the first time with less than one semester or semester equivalent earned at another insitution which is applicable for credit at the institution of current enrollment. Also included is an individual who has earned any amount of credit only by means of the College Level Examination Program [CLEP] or a similar academic placement examination.

ii) First Professional - An individual who enters the institution classified as a first professional level student for the first time.

A student who attended the institution as an undergraduate will be classified as a first-time first professional student when he is first admitted at this level.

iii) Graduate - An individual who enters the institution classified as a graduate student for the first time.

A student who attended the institution as an undergraduate will be classified as a first-time graduate student when he is first admitted at this level.

iv) Undergraduate Transfer - An individual who enters the institution for the first time as an undergraduate student with at least one semester or semester equivalent earned at another institution which is applicable for credit at the institution of current enrollment.

v) First Professional Transfer - An individual who enters the institution for the first time as a first professional student with academic credit earned at another institution which is applicable for credit at the institution of current enrollment.

vi) Graduate Transfer - An individual who enters the institution for the first time as a graduate student with academic credit earned at another institution which is applicable for credit at the institution of current enrollment.

vii) Other - An individual who is entering the reporting unit for the first time and is not included in any of the six preceding subcategories.

(2) CONTINUING STUDENT-- See "Continuing Students" [2160].

(3) READMITTED STUDENT - See "Readmitted Students" [2170].

REFERENCE:

ETHNIC STATUS - A division of individuals into categories reflecting common customs, traits, nativity, and/or racial backgrounds.

The following categories are suggested:

(1) ASIAN-AMERICAN/ORIENTAL - Individuals who identify themselves ethnically as being of Chinese, Filipino, Hawaiian, Japanese, Korean, Samoan, or other Southeast Asian or South Pacific origin.

(2) BLACK/NEGRO - Individuals who identify themselves ethnically as being of Negro, Black, or Afro-American descent.

(3) NATIVE AMERICAN/AMERICAN INDIAN - Individuals who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include Caucasian Americans.

(4) SPANISH-SURNAMED AMERICAN - Individuals who identify themselves ethnically as being of Chicano, Cuban, Latin American, Mexican American, Puerto Rican, South American, South Central American, or traditional Spanish origin.

(5) ALL OTHER - Individuals who are not included in any of the preceding categories. This category would include native-born Caucasians.

REFERENCE: IEP, Bureau of the Census ("1970 Census User's Guide Part I")

EXECUTIVE/ADMINISTRATIVE - See OCCUPATIONAL ACTIVITY.

EXEMPT PERSONNEL - Persons who are not eligible for overtime payment as stipulated in the provisions of the Fair Labor Standards Act (FLSA).

REFERENCE: IEP

EXPENDITURES MADE BY A CENTRAL ADMINISTRATION - See DIRECT COSTS.

EXPENDITURES MADE BY ANOTHER STATE AGENCY - See DIRECT COSTS.

EXTENSION CENTER(S) - See INSTITUTIONAL STRUCTURE.

FACULTY - Any personnel having the majority of their activities (50% or more) in the instructional, research, and/or public service activities of the institution's instruction, research, and public service programs (see Program Classification Structure (PCS) categories).

Faculty is a subset of the broader instruction/research/public service personnel category. Generally faculty will be exempt personnel.

REFERENCE:

FACULTY ACTIVITY CATEGORIES - The activities that faculty members may perform in the context of their professional lives.

The following faculty activity classification scheme (see "Faculty Activity Analysis: Procedures Manual" [Manning and Romney, 1973]) is suggested, since it provides a comprehensive set of faculty activity categories by which faculty assignments can be related to a reporting unit's programs and activities. The faculty activity categories are:

(1) TEACHING ACTIVITIES

a) Scheduled Teaching - All teaching activity that is directly related to courses of study.

These courses may be degree or nondegree related, credit or noncredit, day or evening, part of the regularly assigned teaching program or overload teaching for night school.

b) Unscheduled Teaching - All teaching activities that are not associated with specific courses (e.g., guest lecturing for another instructor, thesis advising, giving colloquia within the institution, etc.).

c) Academic Program Advising - Helping or advising students concerning what courses to take, course requirements for a particular program, scheduling the necessary courses, and program standards.

Personal and career guidance efforts are not included under academic program advising.

d) Course and Curriculum Research and Development - The time spent in planning future courses and designing future curricular requirements.

(2) RESEARCH, SCHOLARSHIP, AND CREATIVE WORK ACTIVITIES

a) Specific Projects - All activities that involve the practice of a research, scholarship, or creative work-related skill (e.g., securing new grants, giving recitals, writing articles, etc.).

b) General Scholarship and Professional Development - The time spent in keeping current in a professional field (e.g., attending professional meetings, editing a journal or book, reading articles and books related to one's profession, etc.).

(3) INTERNAL SERVICE ACTIVITIES

a) Student-Oriented Service - Time spent in general contact with, or service to, students (e.g., personal, career, and financial counseling of students, sponsoring student organizations, participating in student programs, etc.).

b) Administrative Duties - All administrative duties other than those directly related to courses or research (e.g., administering department subunits, keeping records, recruiting students, etc.).

c) Committee Participation - All committee activities related to academic affairs and institutional governance that have not been included elsewhere (e.g., collective bargaining committees, general department staff meetings, etc.).

(4) PUBLIC SERVICE - Those activities that are directed principally outside the institution (e.g., consulting, giving professional advice, urban extension, etc.).

There may be other faculty activity classification schemes, but the above categories are suggested because of their comprehensiveness.

REFERENCE: FAA

FACULTY RANK - The institutionally designated official title or grade of a faculty member.

The following categories are suggested:

(1) PROFESSOR - Faculty desginated by the rank of professor.

(2) ASSOCIATE PROFESSOR - Faculty designated by the rank of associate professor.

(3) ASSISTANT PROFESSOR - Faculty designated by the rank of assistant professor.

(4) INSTRUCTOR/LECTURER - Faculty designated by the rank of instructor/lecturer.

(5) TEACHING OR RESEARCH ASSISTANT/ASSOCIATE - Faculty designated as teaching or research assistant/associate. Generally created for and staffed by people with graduate student status at the employing institution. May also be known as Teaching Fellows, Teaching Associates, or Graduate Assistants.

(6) UNDESIGNATED - Faculty who are not assigned a specific rank but are classified as faculty to designate instructional status, or are designated faculty not included in the rank categories. These would include visiting scholars and other special ranks.

Faculty rank is a function of a number of variables, such as responsibility, length of service, academic expertise, etc. These data are generally linked with compensation and program and/or activity assignments.

REFERENCE: DED, IEP

FAMILY INCOME - See SOCIOECONOMIC STATUS.

FARM WORKER - See OCCUPATION.

FEDERAL INTERAGENCY COMMITTEE ON EDUCATION (FICE) CODE - See INSTITUTION CODE.

FEDERAL VENDOR NUMBER - See INSTITUTION CODE.

FELLOWSHIPS - See SCHOLARSHIPS AND FELLOWSHIPS.

FINAL COST OBJECTIVES - Those activity centers of the Program Classification Structure (PCS) whose outcomes are directly related to the accomplishment of the primary missions of the institution, (i.e., instruction, research, public service), or do not demonstrate a vital support function for other programs within the institution.

Final cost objectives may or may not be eligible to receive costs from support activity centers.

REFERENCE: CAM

FIRST PROFESSIONAL - See STUDENT LEVEL.

FIRST PROFESSIONAL DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

FIRST-TIME ENTERING STUDENT - See ENROLLMENT STATUS.

FISCAL YEAR - The institutionally defined consecutive twelve-month period for which information on financial and other types of transactions is available.

REFERENCE: IEP

FOREGONE INCOME - See PRESENT VALUE OF FOREGONE INCOME.

FOUR-ONE-FOUR - See PREDOMINANT CALENDAR SYSTEM.

FRINGE BENEFITS - See COMPENSATION.

FULL COSTS - The sum of direct costs, capital costs and allocated support costs for an activity center or group of activity centers.

This figure is the total of all funds assigned to a program(s) and/or activity(ies).

REFERENCE: CAM, CFP, IEP

FUNCTIONAL SUITABILITY OF FACILITY - An institutionally and/or state defined rating for the appropriateness of the facility for its assigned activities (e.g., satisfactory, needs major renovation, inadequate for this program, etc.).

For some purposes it may be useful to tabulate or organize these data into various categories by organizational unit, room use categories, programs and/or activities, condition of facility, and various utilization rates.

REFERENCE: DED, SAM

FUND BALANCE - The difference between the assets and liabilities of a particular fund group.

For some purposes it may be useful to tabulate this information by restriction categories, over various time periods (e.g., beginning of the fiscal year, end of the fiscal year, etc.), and trend characteristics (e.g., positive or negative, percentage change from one time period to another, etc.).

REFERENCE: HEFM

FUND GROUPS - Standard categories that describe the various funds used by postsecondary education institutions for accounting purposes.

The following categories are recommended:

(1) CURRENT FUNDS - Resources used, or available for use, in carrying out the institution's day-to-day operations (analogous to the checking account of the institution). It does not include resources which are available for current purposes but designated by the governing board for other fund groups.

(2) LOAN FUNDS - Resources that have been loaned and those still available to be loaned, to students, faculty, and staff.

The only unrestricted funds that would be accounted for in this funds group would be those funds designated for loan purposes by the governing board. All other resources in this fund group would be restricted funds.

(3) ENDOWMENT AND SIMILAR FUNDS - Funds the institution invests in order to produce income that can be used to support operations.

The following subcategories are recommended:

a) Endowment Funds - Funds for which donors or other outside agencies have stipulated, as a condition of the gift instrument, that the principal always be maintained inviolate. Only the income derived from investments may be used for restricted or unrestricted purposes. Maintaining the principal intact is mandatory for monies of this subcategory.

b) Term Endowment Funds - Funds similar to endowment funds except that, after a stated period of time or a particular event, all or a part of the principal may be expended. The expenditure may be for general purposes or for a restricted purpose, if a restriction was stipulated by the donor.

c) Quasi-Endowment Funds - Unrestricted funds (functioning as endowment) which the governing board of the institution (rather than a donor or other outside agency) has determined are to be retained and treated as endowment funds. Since these are internally designated funds rather than externally restricted funds, the governing board may decide at any time to expend the principal of these funds or to redesignate them for some purpose other than endowment.

In the fund accounting balance sheet, separate balances are shown for each of these separate endowment subgroups.

Higher education institutions generally employ two methods for determining the amount of income available for use. One method stipulates that only realized earnings (e.g., interest and dividends) from the investment of endowment funds may be used, the rest must remain as invested principal. The second method (known as the total return concept) allows a portion of the unrealized capital gains of invested endowment funds to be used to support operations. Both methods of determining the endowment income available for use are in accordance with generally accepted accounting procedures. The institution's governing board generally decides which procedure is appropriate for the institution's particular needs.

(4) ANNUITY AND LIFE INCOME FUNDS - Funds which the institution acquires subject to agreements requiring that payments be made for a certain period of time to one or more beneficiaries as stipulated by the donor.

Annuity funds and life income funds are maintained and accounted for as two separate funds, but they are usually combined into the annuity and life income funds group for reporting purposes. If the institution is obligated to pay a stipulated amount, the fund is classified as an annuity fund. If the institution binds itself to pay to the beneficiaries only the income earned by the assets of the fund, it is classified as a life income fund. Upon the death of the beneficiary or at a particular specified time, the principal of the annuity or life income fund becomes the property of the institution, to be used in accordance with the terms of the agreement. All funds in this group are restricted.

(5) PLANT FUNDS - The current dollar value of all of the institution's physical plant assets, plus all monies which the institution intends to use to support plant operations. Fund accounting handles the institution's physical plant assets in a separate fund group rather than reporting them as fixed assets of any one fund group.

The monies used for plant operations are classified in four subcategories, each defined in terms of the way in which it is intended that its resources shall be used:

a) Unexpended Plant Funds - Funds available for the acquisition of physical properties but unexpended at the date of reporting.

b) Funds for Renewals and Replacements - Funds set aside for renewal and replacement of institutional properties. This would not include funds to be used for ordinary maintenance and repair of institutional properties--such monies would be included in the current funds group. Funds for renewal and replacement represent a form of funding in lieu of depreciation.

c) Funds for Retirement of Indebtedness - Funds set aside for debt service charges and for the retirement of indebtedness on institutional properties.

d) Investment in Plant - This subcategory is used to report the value of the institution's physical plant facilities. On the balance sheet the liabilities in this subcategory show how much has been expended for plant facilities as well as the amount of outstanding debt on physical plant.

(6) AGENCY FUNDS - Funds not owned by the institution but for which it often acts as fiscal agent.

Usually the institution is providing accounting services to the organization or person(s) to which the monies belong. All funds held by the institution as custodian or fiscal agent for others, such as student organizations, individual students, or faculty members are reported in this funds group. Whenever the purpose of a particular report or financial statement is to disclose the total resources available for use by the institution, agency funds are excluded or only footnoted.

Certain categories of assets, liabilities, and fund balances will appear on the fund accounting balance sheet within each of the fund groups.

REFERENCE: HEFM

GEOGRAPHIC ORIGIN - The legal residence, including home address, of a student at the time of original admission to the institution.

The following categories are suggested:

(1) IN-DISTRICT STUDENT - A student who attends a postsecondary education institution within the school or college district of his/her residence.

(2) IN-STATE STUDENT - A student who attends a postsecondary education institution in the state in which he/she is legally domiciled. If the institution also tabulates in-district student data, care should be exercised to avoid double-counting.

(3) OUT-OF-STATE STUDENT - A student who attends a postsecondary education institution outside of the state in which he/she is legally domiciled. Foreign students are included in this category.

Geographic origin data may be useful in analyzing interstate and intrastate student migrations.

The in- and out-of-state student categories of this glossary term should not be confused with the "In-State Students" [5150] and "Out-of-State Students" [5170] measures in the Inventory proper. The former designations are for purposes of classifying a student's legal residence upon first admission, while the latter are for classifying a student's current legal residency, usually for tuition and fees purposes.

A student may be classified the same under both designations for his/her entire attendance at the reporting unit, or may be classified differently for geographic origin purposes and for current residency classification purposes. The primary difference between the two designations is that the student's original legal residence (i.e., geographic origin) never changes while in attendance at the same institution, irrespective of the passage of time or tuition and fees considerations, while his or her current legal residency at the same institution can be changed.

REFERENCE: IEP

GOVERNMENT APPROPRIATIONS - See ADDITION CATEGORIES.

GOVERNMENT GRANTS AND CONTRACTS - See ADDITION CATEGORIES.

GRADUATE I - See STUDENT LEVEL.

GRADUATE II - See STUDENT LEVEL.

GRADUATE TRANSFER - See ENROLLMENT STATUS.

HEARING - See PHYSICAL HANDICAP STATUS.

HOMEMAKER - See OCCUPATION.

HONORARY DEGREE/DIPLOMA/CERTIFICATE - See DEGREE/DIPLOMA/CERTIFICATE.

HOSPITAL - An organizational entity that exists to furnish medical and surgical treatment (including nursing services, other professional services, general support and administrative services, fiscal services, operation and maintenance of plant services, etc.) to sick and injured persons or animals.

These organizational units also may be involved in instruction, research, and public service programs and activities.

REFERENCE: HEFM

HOSPITAL EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

HOUSING UNIT - A single room or group of rooms occupied as separate living quarters.

It must have direct access from the outside or through a common hall, and/or a kitchen or cooking equipment for the exclusive use of the occupants.

This glossary term is used in the "Housing Starts" [1260] and "Vacancy Rate in Rental Housing" [1270] measures.

REFERENCE: Department of Commerce

IN-DISTRICT STUDENT - See GEOGRAPHIC ORIGIN.

IN-STATE STUDENT - See GEOGRAPHIC ORIGIN.

INDEPENDENT OPERATIONS - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES and CURRENT FUNDS REVENUE CATEGORIES.

INDEPENDENT OPERATIONS EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

INSTITUTION - An organization or establishment devoted to the promotion, development, and attainment of a particular objective(s).

In the NCHEMS Information Exchange Procedures project, this term and unit described are used interchangeably, except in the case of institution or learning center name.

REFERENCE:

INSTITUTION CODE - The code designation for the institution described by the name of the institution.

The two standardized coding schemes described briefly below are recommended for use wherever possible.

(1) FEDERAL INTERAGENCY COMMITTEE ON EDUCATION (FICE) CODE - An unstructured number that is unique for each institution and remains the institutional identification number for the life of the institution. The primary utility of the FICE code is that it provides a precise identification of a particular higher education institution.

(2) FEDERAL VENDOR NUMBER - A number assigned to those institutions that have done, or are doing, business with the federal government, its departments, and/or agencies. Vendor numbers have been assigned to a broader group of postsecondary education institutions than are covered by the FICE codes.

The FICE code should be given preference over the federal vendor number whenever both are available.

REFERENCE: DED, IEP

INSTITUTION OR LEARNING CENTER NAME - The legal name of the institution or learning center.

The name of the institution or learning center excludes campus names denoting location, branch, and/or extension center. Institution or learning center name, as defined here, is not to be used interchangeably with unit described.

REFERENCE: DED, IEP

INSTITUTIONAL CONTROL - See LEGAL IDENTITY.

INSTITUTIONAL STRUCTURE - The type of structure in which the institution resides.

The following conventional descriptors have been developed to describe common types of structures:

(1) SINGLE CAMPUS INSTITUTION - A structure having only one campus.

(2) MAIN CAMPUS PLUS BRANCH(ES) AND/OR EXTENSION CENTER(S) - A Structure consisting of one parent campus plus any number of branch campuses and/or extension centers.

(3) MULTI-CAMPUS SYSTEM - A structure consisting of several administratively equal campuses and often controlled by one central office.

(4) OTHER INSTITUTIONAL STRUCTURES - An institutional structure not accounted for in the above distinctions. If this category is used, the structure should be briefly explained.

REFERENCE: DED, IEP

INSTITUTIONAL SUPPORT - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

INSTRUCTION - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

INSTRUCTION/RESEARCH - See OCCUPATIONAL ACTIVITY.

INSTRUCTION/RESEARCH/PUBLIC SERVICE PERSONNEL - See PERSONNEL CATEGORIES.

INTERCOLLEGIATE ATHLETICS - See AUXILIARY ENTERPRISE.

INTERNAL SERVICE ACTIVITIES - See FACULTY ACTIVITY CATEGORIES.

INVESTMENT INCOME - See ADDITION CATEGORIES.

LABORER (UNSKILLED) - See OCCUPATION.

LAND - See CAPITAL ASSET.

LAND IMPROVEMENT - See CAPITAL ASSET.

LEGAL IDENTITY - The constituency which controls policy for the reporting unit.

The following categories and subcategories are suggested:

(1) PUBLIC - Control of policy originates directly or indirectly from a constitutionally defined governmental entity.

Included in this category are:

a) Federal Government
b) State Government
c) Political Subdivision (for example, municipality)
d) State and Local Government (shared)
e) Federal and State Government (shared)

(2) PRIVATE - Control of policy originates primarily from a nongovernmental entity.

Included in this category are:

a) Independent nonprofit group or organization
b) Proprietary (profit making or seeking--tax paying)

REFERENCE: DED, IEP

LOAN - Money made available on a loan basis to a student for assistance.

National Direct Student Loans and other similar programs would be included. Excluded are short-term loans (usually for three months) that are available to all students for such purposes as deferred tuition and fees payment plans.

REFERENCE: CAM, IEP

LOAN CANCELLATIONS AND WRITE-OFFS - See DEDUCTION CATEGORIES.

LOAN FUNDS - See FUND GROUPS.

LOAN FUNDS MATCHING GRANTS - See CURRENT FUNDS MANDATORY TRANSFER CATEGORIES.

LOWER DIVISION - See STUDENT LEVEL

MAIN CAMPUS PLUS BRANCH(ES) AND/OR EXTENSION CENTER(S) - See INSTITUTIONAL STRUCTURE.

MANDATORY TRANSFER - See TRANSFER CATEGORIES.

MARITAL STATUS - The legal status of an individual with respect to marriage.

The following categories are suggested:

(1) SINGLE (NEVER MARRIED)

(2) EVER MARRIED

  a) Now Married

    i) Married, Spouse Present
    ii) Married, Spouse Absent

      - Separated
      - Other

  b) Widowed

  c) Divorced

REFERENCE: Bureau of the Census ("1970 Census User's Guide Part I")

MASTER'S DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

MILITARY STATUS - A classification of an individual according to whether or not he/she is, or has been, in the Armed Forces of the United States.

The following categories are suggested:

(1) Have never served in the Armed Forces

(2) Have served in the Armed Forces

  a) Eligible for veterans benefits
  b) Not eligible for veterans benefits

REFERENCE:

MULTI-CAMPUS SYSTEM - See INSTITUTIONAL STRUCTURE.

NATIVE AMERICAN/AMERICAN INDIAN - See ETHNIC STATUS.

NET REALIZED GAINS ON THE SALE OF INVESTMENTS - See ADDITION CATEGORIES.

NONCAPITAL EQUIPMENT - See SUPPLIES AND SERVICES.

NONDEGREE/DIPLOMA/CERTIFICATE STUDENT - See STUDENT STATUS.

NONEXEMPT PERSONNEL - Persons who are eligible for overtime payment as stipulated in the provisions of the Fair Labor Standards Act (FLSA).

REFERENCE: IEP

NONMANDATORY TRANSFER - See TRANSFER CATEGORIES.

NORMAL STUDENT LOAD - The number of credit hours (or other units required for graduation) divided by the number of semesters, quarters, etc. normally taken in a degree/diploma/certificate program.

It is expected that the normal student load will differ between institutions and program levels. Differences may even be shown to exist within programs and program levels of an institution.

The average load of an institution or of its various program levels may be equal to the normal student load, but they need not and probably will not be the same.

REFERENCE: IEP

NORMAL TIME TO COMPLETE A STUDENT PROGRAM - An institutionally specified number of semesters or semester equivalents denoting the number of semesters defined as normal for the completion of requirements for each degree/diploma/certificate program offered.

This term may be useful in determining the normal student load for students enrolled in an institution or its programs and activities. Institution catalogs often contain information about normal times to complete various student programs.

REFERENCE:

NOT ON CLEAR STATUS - See TERMINATION STATUS -- STUDENT.

NUMBER OF YEARS OF REGULAR SCHOOLING - See EDUCATIONAL BACKGROUND.

OBJECTS OF EXPENDITURE - A means of stipulating what is received in return for an institution's expenditures.

The following expenditure categories are suggested:

(1) COMPENSATION - See COMPENSATION.

(2) SUPPLIES AND SERVICES - See SUPPLIES AND SERVICES.

(3) CAPITAL ASSET - See CAPITAL ASSET.

(4) SCHOLARSHIP AND FELLOWSHIP - See SCHOLARSHIPS AND FELLOWSHIPS.

REFERENCE: CAM

OCCUPATION - The usual or principal work or business of an individual.

The following categories are suggested:

(1) OFFICIAL OR MANAGER - An occupation requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.

(2) PROFESSIONAL - An occupation requiring either college graduation or experience of such kind and amount as to provide a comparable background.

(3) TECHNICIAN - An occupation requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on-the-job training.

(4) SALES WORKER - An occupation engaging wholly or primarily in direct selling.

(5) OFFICE OR CLERICAL WORKER - An occupation that involves clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.

(6) CRAFTSMAN (SKILLED) - A manual worker of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in his/her work. He/she exercises considerable independent judgment and usually receives an extensive period of training.

(7) OPERATIVE (SEMISKILLED) - A worker who operates machines or processing equipment or performs other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.

(8) LABORER (UNSKILLED) - A worker in a manual occupation which generally requires no special training. He/she performs elementary duties that may be learned in a few days and requires the application of little or no independent judgment.

(9) SERVICE WORKER - A worker in both protective and nonprotective service occupations.

(10) FARM WORKER - Either a farmer, farm manager, foreman, or laborer.

(11) HOMEMAKER - A person who manages a home, including housekeepers.

(12) OTHER - This category should be used when none of the above distinctions are appropriate.

REFERENCE: DED, Bureau of the Census ("1970, Census Users' Guide Part I")

OCCUPATIONAL ACTIVITY - Represents the principal ability and/or skill required by a postsecondary education work assignment.

The following personnel classification scheme (see "A Manual for Manpower Accounting in Postsecondary Education" [Jones, working papers]) is suggested, since it provides a comprehensive set of occupational activity categories by which all faculty and staff assignments can be related to reporting unit programs and activities. Further, this arrangement allows for the proration of job positions to one or more of the occupational activities.

The categories defined in "A Manual for Manpower Accounting in Postsecondary Education" are:

(1) INSTRUCTION/RESEARCH - Individuals employed for the primary purposes of performing instruction and research activities.

Instruction/Research employees are usually exempt personnel.

In most postsecondary education institutions these employees are the faculty. Academic department chairmen are included in this category.

(2) EXECUTIVE/ADMINISTRATIVE - Individuals employed for the primary purposes of managing the institution or a customarily recognized department or subdivision thereof.

Executive/Administrative employees are usually exempt personnel. Deans are included in this category.

(3) SUPPORT - Individuals employed for the primary purposes of performing (typically) academic support, student service, and institutional support activities.

Support employees are usually exempt personnel. Excluded from this category are individuals who have executive or managerial (supervisory) responsibilities. Librarians, accountants, student personnel workers, etc., are generally included in this category.

(4) TECHNICAL - Individuals employed for the primary purpose of performing technical activities (i.e., activities pertaining to the mechanical or industrial arts and/or the applied sciences).

Technical employees are usually nonexempt personnel.

(5) OFFICE/CLERICAL - Individuals employed for the primary purpose of performing clerical activities.

Office/clerical employees are usually nonexempt personnel.

(6) CRAFTS/TRADES - Individuals employed for the primary purpose of performing (manually) skilled activities in a craft or trade.

Crafts/Trades employees are usually nonexempt personnel. Carpenters, plumbers, electricians, etc., are generally included in this category.

(7) SERVICE - Individuals employed for the primary purpose of performing service (generally unskilled) activities.

Service employees are usually nonexempt personnel. Custodians, groundskeepers, security guards, etc., are generally included in this category.

There are other personnel classification schemes which may be equally appropriate, but the above scheme is suggested because of its comprehensiveness.

For some purposes it may be useful to tabulate or organize these data by personnel workload (e.g., full- or part-time, etc.); programs and activities worked for or worked at; primary programs and support programs; length of employment; compensation or salary levels; and characteristics of personnel (e.g., age, sex, ethnic status, etc.).

REFERENCE: National Center for Higher Education Management Systems ("A Manual for Manpower Accounting in Postsecondary Education", working papers)

OFFICE/CLERICAL - See OCCUPATIONAL ACTIVITY.

OFFICE OR CLERICAL WORKER - See OCCUPATION

OFFICIAL OR MANAGER - See OCCUPATION.

OPERATION AND MAINTENANCE OF PLANT - An organizational entity that exists to provide services and maintenance activities related to institutional grounds and facilities.

Operation and maintenance of plant usually includes custodial services, building and equipment maintenance, utilities, grounds maintenance, and other related services.

REFERENCE: HEFM, PCS

OPERATIVE (SEMISKILLED) - See OCCUPATION.

ORGANIZATIONAL UNIT - An academic department or other organizational division that has fiscal, programmatic, and administrative responsibility for a specific set of activities.

REFERENCE: DED, IEP

ORGANIZED RESEARCH - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

OTHER LEARNING CENTERS - See POSTSECONDARY EDUCATION INSTITUTION AND LEARNING CENTER CATEGORIES.

OTHER STAFF - See PERSONNEL CATEGORIES.

OUT-OF-STATE STUDENT - See GEOGRAPHIC ORIGIN.

OUTCOMES OF EDUCATIONAL ACTIVITIES - This term relates to the institutional outcomes or objectives individuals feel they are serving through their educational activities.

> The following list of outcomes (see "Faculty Activity Analysis: Procedures Manual" [Manning and Romney, 1973]) is suggested, since it provides a comprehensive set of outcome categories by which all educational assignments can be related to reporting unit programs and activities.
>
> The outcomes of educational activity categories are:
>
> (1) STUDENT GROWTH AND DEVELOPMENT - Results and benefits of activities that contribute to enhancing personal, social, academic, and/or career aspects of the students.
>
> (2) DEVELOPMENT OF NEW KNOWLEDGE AND ART FORMS - Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art in society.
>
> (3) COMMUNITY SERVICE AND DEVELOPMENT - Results and benefits of activities that contribute to educational growth in, and provide short- or long-range utility to, the non-academic community.
>
> (4) INSEPARABLE COMBINATION - Results and benefits of activities that contribute to student growth and development, development of new knowledge and art forms, and community service and development that cannot be reasonably separated. (Please separate if at all possible.)
>
> There may be other outcomes of educational activity classification schemes, but the above categories are suggested because of their comprehensiveness.
>
> REFERENCE: FAA, OUTCOMES.

OWNERSHIP - The agency with which the title(s) to land(s), building(s), or other physical facilities rests.

The following categories are suggested:

(1) Owned Fee Simple.

(2) Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).

(3) Title vested in a holding company or building corporation to which payments are being made by the institution. The title will ultimately pass to the institution. (Includes lease-purchase arrangements.)

(4) Not owned by the institution, but leased or rented to the institution at a typical local rate.

(5) Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.

(6) Not owned by the institution, but shared with an educational organization that is not a postsecondary education institution.

(7) Not owned by the institution, but shared with another postsecondary education institution.

(8) Other (e.g., not owned by the institution, but shared with a noneducational institution, etc.)

REFERENCE: DED, FICM

PERSONNEL CATEGORIES - Personnel classified by the Program Classification Structure (PCS) categories in which the majority (more than 50 percent) of their activities fall.

The following categories are recommended:

(1) INSTRUCTION/RESEARCH/PUBLIC SERVICE PERSONNEL - Any personnel (e.g., faculty) having the majority of their activities in the primary programs.

This category will usually include only exempt personnel.

(2) ADMINISTRATIVE/SUPPORT PERSONNEL - Any personnel having the majority of their activities in one or more of the support programs.

This category will usually include only exempt personnel.

(3) OTHER STAFF - All personnel not classified as either instruction/research/public service or administrative/support are included here.

This category will usually include only nonexempt personnel.

For some purposes it may be useful to tabulate or organize these data into categories by type of occupational workload (e.g., full- or part-time), faculty ranks, position titles, occupational activity; and in ratios (e.g., average number of students [headcount or full-time equivalency (FTE)], divided by the number of staff members, broken down by personnel categories). It may also be useful to compare and contrast these personnel categories by organizational units, program and activity assignments, and across various time periods (e.g., quarter, academic year, fiscal year, etc.).

REFERENCE:

PHYSICAL HANDICAP STATUS - The physical deficiencies and/or impairments of individuals.

The following categories are recommended:

(1) AMBULATORY

(2) SIGHT

(3) HEARING

(4) OTHER

REFERENCE: DED

PLANT FUNDS - See FUND GROUPS.

POSTSECONDARY EDUCATION - All organized or structured individual or group activities for persons beyond compulsory school age or graduates of high schools designed to improve or expand individual or group knowledge, competencies, and levels of achievement.

REFERENCE:

POSTSECONDARY EDUCATION INSTITUTION - See POSTSECONDARY EDUCATION INSTITUTION AND LEARNING CENTER CATEGORIES.

POSTSECONDARY EDUCATION INSTITUTION AND LEARNING CENTER CATEGORIES - Institutions and learning centers include, but are not limited to, study in an academic, vocational, technical, home study, business, professional, or other school, college, or university, or other organization or person offering educational credentials or offering instruction or educational services (primarily to persons who have completed or terminated their secondary education or who are beyond the age of compulsory high school attendance) for attainment of educational, professional, and/or vocational objectives.

The following categories and subcategories are recommended:

(1) POSTSECONDARY EDUCATION INSTITUTION - Includes any institution for which education (encompassing instruction, public service, and research) offered to individuals who have completed secondary education or who are beyond the compulsory school attendance age is the primary objective:

a) Doctoral-Granting Universities - Institutions which offered a wide range of doctoral, master's, and baccalaureate programs in a specified fiscal year.

i) Major Research Universities - Universities which awarded over fifty doctor's degrees and that received over ten million dollars in federal government support of the academic sciences in a specified fiscal year.

ii) Other Research Universities - Those universities which awarded over thirty doctor's degrees and that received over five million dollars in federal government support of the academic sciences in a specified fiscal year.

iii) Other Doctoral Granting Universities - All other universities which awarded any doctoral degrees in a specified fiscal year.

b) Comprehensive Colleges and Universities - Institutions which may have doctoral programs (even though no doctor's degrees were awarded in the specified fiscal year) which offered and awarded master's degrees in a specified fiscal year.

c) General Baccalaureate Colleges - Institutions having no doctoral programs which may have masters programs (even though no master's degrees were awarded in the specified fiscal year) which offered and awarded baccalaureate degrees in a specified fiscal year.

d) Separate Specialized Professional Schools - Institutions which offered programs in one or more related professional areas at least at the baccalaureate level in a specified fiscal year.

    i) Divinity Schools

    ii) Medical Schools and Centers

    iii) Other Health Professions Schools (Dentistry, Optometry, Osteopathy, Podiatry, Veterinary Medicine, Nursing, Public Health, Pharmacy, Chiropractic Medicine, and Professional Psychology)

    iv) Schools of Engineering and Technology

    v) Schools of Business and Management

    vi) Schools of Art, Music, and Design

    vii) Schools of Law

    viii) Teachers Colleges

    ix) Other Specialized Institutions and Centers (for example, graduate centers, military academies, miscellaneous specialized kinds of institutions, etc.)

e) Community/Junior Colleges - Institutions which offered academic and vocational/technical programs at less than the baccalaureate level in a specified fiscal year.

    i) Comprehensive Community/Junior Colleges - Institutions which offered a wide range of both academic and vocational programs.

    ii) Academic Community/Junior Colleges - Institutions which offered academic programs, and possibly a few vocational/technical programs, generally but not exclusively for transfer credit into baccalaureate programs in other institutions.

f) Comprehensive Vocational/Technical Schools - Institutions which offered a wide range of occupational education programs, and possibly a few academic programs, generally at less than the baccalaureate level in a specified fiscal year.

g) Specialized Vocational/Technical Schools - Institutions which offered either a single occupational education program or a set of closely related occupational programs generally at less than the baccalaureate level in a specified fiscal year.

i) Technical Institutes - Institutions which offered instruction in one or more of the technologies at a level below the professional level and above the skilled trades.

ii) Business/Commercial Schools - Institutions which offered programs for business occupations (for example, secretarial, data processing, accounting, etc.).

iii) Cosmetology Schools - Institutions which offered programs in beauty treatments (for example, care and beautification of hair, complexion, hands, etc.).

iv) Flight Schools - Institutions which offered programs for training in technical fields related to aviation (for example, aircraft mechanic, pilot, etc.).

v) Trade Schools - Institutions which offered programs in one or more trades (for example, auto mechanics, bartending, locksmithing, etc.).

vi) Health Care Schools - Institutions which offered programs in one or more of the medical or paramedical occupations. Many of those institutions are affiliated with some health care delivery organization such as a hospital, clinic, or sanatorium.

vii) Recreation Schools - Institutions which offered programs in recreational subject matter areas (for example, mountain climbing, boating, arts and crafts, etc.).

viii) Foreign Language Schools - Institutions which offered programs in one or more foreign languages.

ix) Real Estate Schools - Institutions which offered programs concerned with real estate (for example, selling techniques, property assessment, real estate financing, etc.).

x) Other - Schools or institutions not classified in any of the above groups (for example, Job Corps centers, correctional institutions, vocational rehabilitation schools, schools for the handicapped or retarded, etc.).

(2) OTHER LEARNING CENTERS - Includes any institution for which education (encompassing instruction, public service, and research) offered to individuals who have completed secondary education or who are beyond the compulsory school attendance age is a secondary objective (for example, churches, YMCAs, YWCAs, city recreation programs, secondary schools, libraries, museums, hospitals, art galleries, labor unions, public radio and television, civic organizations, industrial organizations, military organizations,

professional associations, chambers of commerce, agricultural experiment stations, Federal research centers, zoos, theatres, concert halls, botanical gardens, historical monuments, etc.).

The above recommended list of postsecondary institutions and learning center categories, because of its comprehensive coverage of postsecondary education (rather than just higher education) and its potential to provide an umbrella and reference point from which additional refinements can be made, should be of considerable interest to state level planners and decision makers. The list also should prove useful in categorizing, organizing, and displaying information about postsecondary education programs and activities in a multitude of settings.

The two basic cuts in this categorization (i.e., the delivery of postsecondary education programs and activities as a primary objective or as a secondary objective of the institution or learning center) were developed as a result of input from the various advisory groups and task forces for the NCHEMS Statewide Projects. In addition, the list has drawn heavily on previous efforts in this area carried out by the Carnegie Commission on Higher Education, National Center for Educational Statistics, National Commission on the Financing of Postsecondary Education, and Academy for Educational Development.

REFERENCE: Education Commission of the States ("Model State Legislation"), National Commission on the Financing of Postsecondary Education ("Financing Postsecondary Education in the United States"), Academy for Educational Development ("The Campus Resources of Higher Education in the United States of America"), National Center for Educational Statistics ("Directory of Postsecondary Schools with Occupational Programs 1971 Public and Private"), Carnegie Commission on Higher Education ("A Classification of Institutions of Higher Education")

POSTSECONDARY EDUCATION INSTITUTION SIZE CATEGORIES - Standard categories which describe the average headcount student enrollment for an academic year at a postsecondary education institution.

The following categories of average headcount enrollment for an academic year are recommended:

Less than 250
250 - 499
500 - 999
1000 - 2499

2500 - 4999
5000 - 9999
10000 - 19999
20000 and above.

This notion may be most useful in planning efforts that relate to finances, facilities, personnel, and programs and activities; and to a lesser extent, because of its broad focus (e.g., does not differentiate between day and/or evening enrollments, etc.), to institutional master planning efforts.

That portion of other learning opportunities that deals with postsecondary education may be categorized, organized, and tabulated using the above categories, but the categories are primarily intended for use by postsecondary education institutions.

REFERENCE:

PREDOMINANT CALENDAR SYSTEM - The basic time-keeping procedure by which the reporting unit (e.g., institution, unit described, etc.) structures most of its courses within a given time period (e.g., fiscal year, etc.).

The following categories represent a conventional description for the duration of the academic term(s) and the course offerings within the reporting unit:

(1) QUARTER - The quarter calendar consists of three quarters with about twelve weeks for each quarter of instruction.

There may be an additional quarter in the summer.

(2) SEMESTER - The semester calendar consists of two semesters during the typical academic year with about sixteen weeks for each semester of instruction.

There may be an additional summer session.

(3) TRIMESTER - The trimester calendar is composed of three terms with about fifteen weeks for each term of instruction.

(4) FOUR-ONE-FOUR - The 4-1-4 calendar is composed of four courses taken for four months, one course taken for one month, and four courses taken for four months.

There may be an additional summer session.

(5) OTHER - Describe predominant calendar systems that are not defined by any of the above terms.

REFERENCE: DED, IEP

PRESENT VALUE OF FOREGONE INCOME - The present value of income that might have been earned if an employment alternative had been selected instead of the postsecondary education programs and activities chosen and pursued.

Present value calculations are simply a way to convert a rate (i.e., stream of income over time) into a stock or a single number. For example, $300 today would be worth more than $100 a year for the next three years because interest could be earned. Conversely, $100 a year for the next three years is worth less than $300 today.

The following computational formula is recommended:

$$P = \sum_{t=1}^{n} \left(\frac{I_{ns}^{t} \, P_{ns}^{t} - I_{s}^{t}}{(1+r)^{t}} \right)$$

P	is to signify the present value of foregone income
n	is the duration of education program in years
r	is the discount rate (e.g., current market rate)
I_{ns}^{t}	is expected income of individual not in school in year t assuming employment
P_{ns}^{t}	is probability that individual will be employed in year t (e.g., 1 - P_{ns}^{t} is the same as the unemployment rate)
I_{s}^{t}	is expected income of individual in school in year t (e.g., summer or part-time employment)

This glossary term and computational formula are to be used in the computation of the "Average Cost to Student - Present Value of Foregone Income" [2320] measure.

REFERENCE:

PRIMARY PROGRAM - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

PRIVATE - See LEGAL IDENTITY.

PRIVATE GIFTS, GRANTS, AND CONTRACTS - See ADDITION CATEGORIES.

PROFESSIONAL - See OCCUPATION.

PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES - The Program Classification Structure is a consistent means of identifying and organizing the activities of higher education in a program-oriented manner.

It is organized into the following categories and subcategories:

(1) PRIMARY PROGRAM - A program that contributes directly to the mission of the institution. For the purposes of the Program Classification Structure, the primary programs are defined as instruction, organized research, and public service.

a) Instruction - All formal educational program elements in which a student engages to earn credit toward a degree or certificate at the institution.

Those program activities that have been established to provide additional opportunities for learning, but are not creditable toward degrees and certificates, should be assigned to the student service program if the primary intent is to provide supplemental or remedial educational services for matriculated students; or to the public service program if the primary intent is to offer teaching services for members of the community. For the purposes of the Program Classification Structure, teaching activities conducted primarily for elementary or secondary education are not considered a part of the instruction program.

b) Organized Research - All research-related program elements related to the creation and dissemination of new knowledge established within the institution under the terms of agreement with agencies either external to the institution or separately budgeted and conducted with internal funds.

A research-related activity is one that is established to undertake an investigation of a specified scope as defined by the commissioning agency to produce research outcomes that may include the creation of new knowledge, the reorganization of knowledge, and the application of knowledge. Commissioning agencies may be external sponsors, other areas of the organization, or the organizational unit itself. Included are research divisions, bureaus, institutes, and experimental stations. Externally funded educational program elements such as workshops, short courses, and training grants would normally be considered as either instruction or public service.

c) Public Service - The program elements within the institution that produce outcomes directed toward the benefit of the community, individuals, and/or groups external to the institution.

(2) SUPPORT PROGRAM - A program that is adjunct to, or in direct support of, the primary programs. Within the Program Classification Structure, the support programs are academic support, student service, institutional support, and independent operations.

a) Academic Support - Those program elements that support the primary programs through the retention, preservation, and display of materials or that provide services that directly assist the academic functions of the institution.

b) Student Service - All program elements related to the institution's student body, excluding the degree-related activities and student records.

c) Institutional Support - Those program elements within the institution that provide institution-wide support to the other programs.

d) Independent Operations - Those program elements that are independent of, or unrelated to, the primary missions of the institution.

The "Program Classification Structure" (Gulko, 1972) should be consulted for further clarification of this standardized categorizing and organizing structure, its categories, and subcategories.

REFERENCE: PCS

PROGRAM COMPLETER - See TERMINATION STATUS -- STUDENT.

PROGRAM ELEMENT - The lowest level of aggregation in the Program Classification Structure (PCS) hierarchy.

The program element represents the smallest unique collection of managed resources that are output producing activities (i.e., a collection of resources, technologies, and policies which, through their integrated operation, produce goods or services that are of value to the organization because they contribute to the achievement of an institutional objective).

REFERENCE: PCS

PROVISION FOR DEBT SERVICE - See CURRENT FUNDS MANDATORY TRANSFER CATEGORIES.

PUBLIC - See LEGAL IDENTITY.

PUBLIC SERVICE - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

QUARTER - See PREDOMINANT CALENDAR SYSTEM.

READMITTED STUDENT - See ENROLLMENT STATUS.

REGION - A geographic area with defined boundaries.

The boundaries of the region may coincide with a taxing district, constitutional or charter provisions, natural barriers, planning areas, or some other characteristics. A region need not be restricted by state borders. Several types of regions (economic, geographic, planning) may be relevant to postsecondary education planners. Examples of criteria that might be used for defining regions are: elementary, secondary, or postsecondary education attendance districts; commercial activity; population growth and movements; labor supply and demand; social service (i.e., welfare) requirements; transportation and communication; construction and housing activities; income, expenditure, and price movements; governmental representation; public protection efforts; leisure time activities; health characteristics; etc.

Of particular interest in postsecondary education may be intraregion and interregion (e.g., if region is defined as being a county or state) migration, by students and/or the general population.

REFERENCE:

REGULAR SESSION - An institutionally designated period of time during which course work is offered by the institution.

Typically, a regular session might be a semester, quarter, trimester or one part of a 4-1-4 calendar system; excluded are short-term or special sessions or special summer sessions. Regular sessions usually take place during the institution's academic year. Separate tabulations of enrollment and financial data for regular sessions and special sessions may be particularly useful.

REFERENCE: IEP

RENT - A payment, usually for an amount fixed by a contract, made at specified intervals by one person or agency in return for the right to occupy or use the property of another.

For some purposes it may be useful to tabulate or organize these data into various categories by utilization ratios (e.g., total rental costs/total gross or assignable square feet by building types and/or room use categories, etc.) various time periods, (e.g., quarter, academic year, fiscal year, etc.), etc.

REFERENCE: CAM, IEP

REPORTING UNIT - A term designated to mean an institution, unit described, learning center, organizational unit, or any other formal body reporting data for all or portions of measures in the Inventory.

This term is used as a convenient way to refer to the broad spectrum of potential respondents to questions related to measures in the Inventory.

REFERENCE:

RESEARCH - See CURRENT FUNDS EXPENDITURE CATEGORIES and PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

RESEARCH, SCHOLARSHIP, AND CREATIVE WORK ACTIVITIES - See FACULTY ACTIVITY CATEGORIES.

RESTRICTED FUNDS - See RESTRICTION CATEGORIES.

RESTRICTION CATEGORIES - The limitations placed upon the uses of monies available to the institution.

The following categories are suggested:

(1) UNRESTRICTED FUNDS - Monies which may be used for any purpose deemed necessary by the institution's management.

This category would include all designated funds (unrestricted funds which may be used only for those purposes designated by the institution's governing board).

(2) RESTRICTED FUNDS - Monies which may be used only for those purposes stipulated by the donor(s).

The "Higher Education Finance Manual" (Collier, 1974) should be consulted for further clarification of these categories.

REFERENCE: HEFM, DED

ROOM USE CATEGORIES - Standard categories that describe the use of particular classified assignable areas.

The following standardized room groupings are recommended:

(1) CLASSROOM FACILITIES - Rooms used by classes that do not require special-purpose equipment for student use and related service space.

Classrooms and classroom service spaces are included in this group.

(2) LABORATORY FACILITIES - Rooms used for laboratory application, research, and/or training in research methodology or primarily for regularly scheduled classes, informally (or irregularly) scheduled classes, and individual students who require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study and related service space.

Class laboratories, class laboratory service, special class laboratories, special class laboratory service, individual study laboratories, individual study laboratory service, nonclass laboratories, and nonclass laboratory service spaces are included in this group.

(3) OFFICE FACILITIES - Rooms used by staff or students working at a desk (or table), serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities, and related service space.

Offices, office service, conference rooms (office related) and conference room service (office related) spaces are included in this group.

(4) STUDY FACILITIES - Rooms used to study books or audio/visual materials, provide shelving for library or audio/visual materials, combination reading/study and stacks, and related service space.

Reading/study, stacks, open-stack reading, processing, and study service spaces are included in this group.

(5) SPECIAL USE FACILITIES - Rooms used by: Reserve Officer Training Corps (ROTC) units; students, staff, or the public for viewing or participating in athletic/physical education activities; certain disciplines (e.g., education and home economics) for practice

experiences; and used for activities involved in animal shelter and in the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments; activities involved in housing laboratory animals maintained by the institution for research and/or instruction purpose; activities involved in the cultivation and/or protection of plants (usually within glass, or other light-transmitting materials); audio/visual (including radio and TV) purposes for the operation, production, and distribution of communication materials; a nonmedicine (human or veterinary), dentistry, or student health care program for the diagnosis and/or treatment of patients; and for related service space.

Rooms used for the purpose of: armories, armory service, athletic/physical education, athletic facilities spectator seating, athletic/physical education service, audio/visual, radio, TV service, clinics (nonhealth professions), clinic service (nonhealth professions), demonstration, demonstration service, field buildings, animal quarters, animal quarters service, greenhouses, and greenhouse service spaces are included in this group.

(6) GENERAL USE FACILITIES - Rooms used for assembling large numbers of persons; for exhibiting materials, works of art, artifacts, etc., and intended for general use by staff, students, and the public; for eating food; for rest and relaxation; for selling products or services; providing recreation for students, staff, and/or the public; providing for a variety of nonclass meetings; changing clothes and/or storing personal materials; and related service space.

Assembly halls, assembly hall service, exhibition halls, exhibition hall service, food facilities, food facility service, lounges, lounge service, merchandizing facilities, merchandizing facility service, recreation facilities, recreation facility service, meeting rooms, meeting room service, and locker room space are included in this group.

(7) SUPPORTING FACILITIES - Rooms used to: process data by computers; manufacture, repair, or provide maintenance of products or equipment; store materials; house and/or store vehicles; process and store foods used in food facilities; clean, wash, dry, and iron linens, uniforms, etc.; and provide related service space.

Data processing/computer rooms, data processing/computer service, shops, shop service, storage sheds and warehouses, storage service, vehicle storage facility, vehicle storage service, central food stores, and central laundry spaces are included in this group.

(8) HEALTH CARE FACILITIES - Rooms used: for the provision of patient care to either human or nonhuman animals requiring health care (excluding nonmedical clinic facilities); for supervision and/or administration of health care facilities; for surgery, diagnostic and therapeutic treatment; as admission, treatment, or information rooms for the public; and for related service space.

Patient bedrooms, baths, nurse stations, surgery facilities, treatment facilities, service laboratories, supply facilities, public waiting areas, and health care service spaces are included in this group.

(9) RESIDENTIAL FACILITIES - Rooms used to provide living quarters in dormitories, apartments, houses, and related service space.

Sleep/study without toilet/bath, toilet/bath, sleep/study with toilet/bath, sleep/study service, apartments, apartment service, and house space are included in this group.

(10) UNCLASSIFIED FACILITIES - Rooms that are unassigned at the time of the inventory, but otherwise available for assignment; out of use temporarily because of remodeling, rehabilitation, or alteration; or unfinished would be included in this group.

For some purposes it may be useful to tabulate or organize these data into the various room use categories by the number of stations, station type(s), organizational units, programs and activities using the facilities, time of offering (e.g., before 5:00 p.m. or after 5:00 p.m.), ownership, and utilization measures (e.g., "Average Room Utilization Rate" (AvRUR) [8420], etc.).

It is recommended that the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) be consulted and utilized for further clarification.

REFERENCE: DED, FICM, IEP, PM, SAM

SALARY - See COMPENSATION.

SALES AND SERVICES - See ADDITION CATEGORIES.

SALES WORKER - See OCCUPATION.

SCHOLARSHIPS AND FELLOWSHIPS - Includes all assistance to students in the form of outright grants, trainee stipends, and prizes either awarded by and/or administered through the institution.

The individual categories are defined as follows:

(1) SCHOLARSHIPS - Outright grants in aid, trainee stipends, and prizes made to undergraduate students.

(2) FELLOWSHIPS - Outright grants in aid, trainee stipends, and prizes made to graduate students.

(3) OTHER - Outright grants in aid, trainee stipends, and prizes made to students not included in the above categories.

Included in these categories would be stipends, tuition and fees waivers and remissions, and all gifts and prizes to students that are outright grants and not contingent upon the student rendering services to the institution.

This category excludes waivers or remissions of tuition and fees granted as a result of either faculty or staff status or family relationship of students to faculty or staff. Such waivers and remissions should be recorded as staff fringe benefit expenses in the appropriate expenditure category. Also excluded from scholarships and fellowships would be loans or work/study assistance.

This term is an integral part of the "Financial Aid - Total" [2250] and "Scholarship and Fellowship Expenditures" [6410] measures. The loans, and work/study assistance glossary terms should be consulted for those forms of student aid that do not meet the criteria for either this term and/or its categories.

REFERENCE: CAM, IEP

SEASONAL ADJUSTMENT - A statistical modification made to compensate for fluctuations in a time series which recur more or less regularly each year.

The course of these movements may be seasonal (farm income, for example, is highest in the fall) or institutional (college enrollments are lower in the summer than the rest of the year).

These fluctuations are often so strong that they distort the underlying changes in economic data and tend to obscure the trends that might be developing. For purposes of economic analysis, therefore, it is often desirable to remove these seasonal distortions. When account is taken of these cycles through statistical procedures, the series of data is said to be seasonally adjusted. In addition to adjusting a time series for seasonal influences, adjustments for trading (or working) days may also be made. Finally, series may be adjusted to take account of the day in the week on which important holidays occur. Overall, these three adjustments -- seasonal, working or trading day, and holiday -- are made in order to facilitate the comparison of the more important underlying month-to-month changes in economic data. When these adjustments have been made, the data are said to be adjusted for seasonal, trading day, and holiday differences.

REFERENCE: Department of Commerce ("Dictionary of Economic and Statistical Terms")

SEASONALLY ADJUSTED ANNUAL RATE - A statistical modification that indicates that data have been adjusted for seasonal variation (and, when applicable, for trading days and holidays) and then expressed as if the same level of performance as that for the reported period would continue for the entire year.

The transformation of a monthly or quarterly figure to an annual rate is accomplished by multiplying by the appropriate figure (i.e., 12 or 4, respectively).

There is no generally accepted rule among statisticians as to when a number should be expressed at a seasonally adjusted annual rate. Sales of retail stores are published by the United States Department of Commerce only at the seasonally adjusted monthly level. New housing units started are published both ways. Conventional or pragmatic considerations usually dictate whether annual rates are used in the published data. Any series can be converted to an annual rate simply by use of the appropriate multiplier.

REFERENCE: Department of Commerce ("Dictionary of Economic and Statistical Terms")

SEMESTER - See PREDOMINANT CALENDAR SYSTEM.

SEMESTER CREDIT - A unit of measure that represents one student engaged in an instructional activity for a semester for which one credit or fraction thereof is granted upon completion of the activity. (Also see semester credit equivalent.)

The instructional activity may or may not provide credit toward a degree/diploma/certificate upon completion.

This term is of particular importance in the "Full Cost per Semester Credits" [6510] measure in the Finance section of the Inventory. In order to compile data for some components of the finance measures, it may be necessary to compute semester credit equivalents.

It may prove useful to tabulate and organize semester credits by the number attempted, the number completed, and/or the average of those attempted and/or completed.

REFERENCE: IEP

SEMESTER CREDIT EQUIVALENT - A unit of measure that represents the equivalent of one student engaged in an instructional activity for a semester for which one credit or fraction thereof is granted (e.g., 1 semester credit = 1.50 quarter hours) upon completion of the activity.

The instructional activity may or may not provide credit toward a degree/diploma/certificate upon completion.

The distinctions of the suggested predominant calendar system should be reviewed before attempting to impute semester credit equivalences. Consideration should be given to the fact that a semester credit equivalent can serve several purposes. It can be thought of as a way of suggesting the educational worth of a specific set of activities, a means for determining total and average student workload in credit hours (and/or contact hours if conversion factor is available), a means for assessing the teaching workload generated or projected, and a means for determining the tuition and/or fee to be charged for a particular course or activity that lacks a credit hour value.

It may prove useful to tabulate and organize semester credit equivalences by the number attempted, the number completed, and/or the average of those attempted and/or completed.

REFERENCE: IEP

SERVICE - See OCCUPATIONAL ACTIVITY

SERVICE MONTH - Equivalent to one individual working full time for the period of one month.

Service month can be calculated by multiplying the percent workload (relative full-timeness) by the number of months of the individual's appointment (e.g., an individual employed half time for 6 months would be the equivalent of [.5 x 6 =] three service months of manpower resources, an individual employed full time for nine months would be the equivalent of [1.0 x 9 =] nine service months of resource, etc.). Service months include time worked regardless of pay period (e.g., 12 monthly checks for 10 "service months" of work).

REFERENCE: IEP, National Center for Higher Education Management Systems ("A Manpower Accounting Manual for Postsecondary Education," working papers.)

SERVICE WORKER - See OCCUPATION.

SIGHT - See PHYSICAL HANDICAP STATUS.

SINGLE CAMPUS INSTITUTION - See INSTITUTIONAL STRUCTURE.

SOCIOECONOMIC STATUS - A combination of economic and social factors of, relating to, or involving an individual's family.

The following categories are suggested components for categorizing an individual's socioeconomic status:

1) FAMILY INCOME - The adjusted gross annual income (as defined by the Internal Revenue Code) for an individual's parents, except where the income of one or both parents would not be relevant to a determination of that individual's present socioeconomic status.

   This element does not include the individual's income unless he or she is self-supporting. This term should be given consideration when data for the "Personal Income - Total" [1300] and "Family Income - Distribution" [1330] measures of the Inventory are collected, organized, and tabulated.

2) CURRENT OR MOST RECENT OCCUPATION(S) OF HEAD(S) OF FAMILY - See OCCUPATION.

3) EDUCATIONAL BACKGROUND(S) OF HEAD(S) OF FAMILY - See EDUCATIONAL BACKGROUND.

REFERENCE: DED, Bureau of the Census ("1970 Census User's Guide Part I").

SPANISH-SURNAMED AMERICAN - See ETHNIC STATUS.

SPECIAL SESSION - Special sessions include summer sessions and special interim sessions not in common with regular sessions as designated by the institution.

Special sessions may take place at any time during the institution's fiscal year. Accounting for such a distinction may be particularly useful in various enrollment tabulations.

REFERENCE: IEP

STATION - The total facilities necessary to accommodate one person for one time period.

The time period may be different for different types of facilities. For example, when discussing classroom stations, the period of time may be one hour or class period, and when dealing with office stations the time period may be one year (or it may be indefinite).

For some purposes it may be useful to tabulate and organize these data by ownership, source of funding (operating and/or capital), building and/or room use categories, ratios, (e.g., assignable square feet/number of stations organized by station type, etc.), organizational units, programs and activities, type of building space, station type(s), and utilization rates (e.g., see "Average Station Utilization Rate (AvSUR)" [8440] measure). These data might also be organized into various categories based on the actual number of stations for primary occupants or users of a specified area (e.g., room, building, etc.), number of stations that a specified area is designed to accommodate, and the number of hours per week a station is scheduled for use [e.g., station utilization rate (SUR)].

REFERENCE: FICM, SAM

STATION TYPE - Refers to the type of room, type of seating, and type of user that any given station represents.

For example, type of room can refer to classroom facilities or laboratory facilities. Type of seating can be fixed or movable; table and chair, armchair desks, etc. Type of user can include the public, staff, student, adjunct personnel, etc.

REFERENCE: FICM, SAM

STUDENT ENROLLMENT -- BEGINNING COUNT - An unduplicated count of the number of students enrolled (e.g., registered) at the end of the normal registration period (i.e., census date) for the period of time in which the predominant portion of the programs and/or activities in which the student are enrolled occurs.

The date on which the student enrollment -- beginning count is to be assessed should be determined in advance of the beginning of the enrollment processes for the period of time to be considered. Net student enrollments and withdrawals should be included in this number, where appropriate.

The student enrollment -- beginning count can be used to provide data on full-time students and part-time students, geographic origin, and the number of full-time equivalent students.

It is possible that the reporting unit will have more than one census date for the period of time under consideration (e.g., one for on-campus instruction and another for off-campus and/or evening instruction). In such cases, these data should be separately identified and reported.

REFERENCE:

STUDENT ENROLLMENT -- FINAL COUNT - An unduplicated count of the number of students enrolled (i.e., registered) at the end of the period of time (e.g., semester, quarter, number of specified weeks, etc.) for which the predominant portion of the programs and activities enrolled in were planned and expected to function and operate.

Any student enrolled in the reporting unit and not included in the student enrollment -- beginning count would be included in these data if the period of time under consideration were the same. This figure would be equal to the student enrollment -- beginning count as adjusted by additional student enrollments and withdrawals during the period of time under consideration.

The student enrollment -- final count can be used to provide data on full-time students and part-time students, geographic origin, and the number of full-time equivalent students. With student enrollment -- beginning count and student enrollment -- final count data, it may also be possible to assess shifts or movements in the number and proportion of full-time and part-time students.

The reporting unit may be more than one date for determining its student enrollment -- final count for the period of time under consideration (e.g., one for on-campus instruction and another for off-campus and/or evening instruction). In such cases, these data should be separately identified and reported.

REFERENCE:

STUDENT GROWTH AND DEVELOPMENT - See OUTCOMES OF EDUCATIONAL ACTIVITIES.

STUDENT LEVEL - Refers to the total accredited work completed by a student, and reflects his/her level of progress toward a degree/diploma/certificate.

The following student level categories are recommended:

1) LOWER DIVISION - All students who are enrolled in programs leading to an associate degree (including three year associate degree programs) or in undergraduate occupational or vocational programs of three or fewer years' duration; and all other undergraduate students who have earned less than fifty percent of the number of academic credits normally required for a four-year bachelor's degree. (These individuals typically are classified as freshmen and sophomores.)

2) UPPER DIVISION - All undergraduate students who are not in associate degree or occupational-vocational programs and who have earned fifty percent or more of the academic credits normally required for a bachelor's degree. (These individuals typically are classified as juniors and seniors.) Includes students in years three, four, and five of five-year bachelor's degree programs.

3) FIRST PROFESSIONAL - All students who are pursuing first professional degree programs. Students enrolled in undergraduate preprofessional curricula and students in the first two years (corresponding to the undergraduate freshman and sophomore years) of integrated graduate professional degree programs should be classified as lower division and not as first professional students.

4) GRADUATE I - All students who hold a bachelor's degree, first professional degree, or the equivalent of either and (1) are pursuing a master's degree, (2) are pursuing a doctoral degree, but have not earned a master's degree and have earned less than the equivalent number of credits normally required for a master's degree, (3) are in a special, unclassified, visitor or other non-degree seeking status, or (4) are pursuing an Educational Specialist certificate, degree, or coordinate intermediate level degree program, whether or not they possess an earned master's degree.

5) GRADUATE II - All students who are pursuing a doctoral degree program (except first professional degree), excluding those who are classified as graduate I by the definition provided above.

6) OTHER - All students who are enrolled and completing accredited work towards a degree/diploma/certificate that aren't included in one of the above categories.

REFERENCE: DED, IEP

STUDENT LOAD - The number of program, course of study, and/or activity units (e.g., courses, credits, imputed credits, contact hours, semester credits, semester credit equivalents, etc.) being carried by an individual at a particular point in time.

For some purposes it may be useful to tabulate or organize these data by type of student load (e.g., full- or part-time, etc.), normal student load, averages, distributions, etc.

REFERENCE:

STUDENT SERVICE - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

STUDENT STATUS - refers to whether or not a degree/diploma/certificate is expected to be awarded as an outcome of a student's general or specific program(s), course(s) of study, and activity(ies).

Two categories are recommended:

1) DEGREE/DIPLOMA/CERTIFICATE STUDENT - An individual who has been admitted to a general or specific course of study or program at the completion of which a degree/diploma/certificate is awarded by the institution.

   Students who have not yet declared a major (e.g., indicated the specific course of study they will follow) but have taken and/or are presently enrolled in courses and activities attempted and completed by degree/diploma/certificate students should be included in this category. Students classified as auditing a course would normally be included in this category, although their classification in the nondegree/diploma/certificate student category might also be appropriate.

   Due to varying institutional procedures for enrolling students, it is possible that a student could be admitted to a general or specific course of study or program but, because of his or her objectives, be more appropriately considered a nondegree/diploma/certificate student. In such cases the institutions should develop their own means for reflecting this situation in their data files if this type of distinction is deemed pertinent and quantifiable.

2) NONDEGREE/DIPLOMA/CERTIFICATE STUDENT - An individual who has been admitted to a general or specific program(s), course(s) of study, or activity(ies) in the institution at the completion of which a degree/diploma/certificate is not awarded by the institution.

These students may be enrolled in credit and/or noncredit courses. They should not be confused with students with undeclared majors admitted to degree/diploma/certificate programs and thereby classified as degree/diploma/certificate students. Students classified as visiting, provisional, special, etc., would normally be included in this category, although their classification in the degree/diploma/certificate student category might also be appropriate.

In any case, separate identification of these subcategories within this broader category might be useful.

Due to varying institutional procedures for enrolling students, it is possible that a student might not be admitted to a general or specific course of study or program, but because of his or her objective nevertheless be more appropriately considered as a degree/diploma/certificate student. In such cases the institutions should develop their own means for reflecting this situation in their data files, if this type of distinction is deemed pertinent or quantifiable.

REFERENCE:

SUPPLIES AND SERVICES - A broad category of expenditures which includes all types of expenditures except compensation, capital asset expenditures, rent, and scholarships and fellowships.

Generally this category is of particular interest when used to describe the types of expenditures made from the current funds group of accounts.

The following categories, which were developed to describe the current funds group of accounts, are recommended:

1) SUPPLIES - Consumable instructional, research, and office supplies and materials.

2) COMMUNICATIONS - Telephone, telegraph, postal, printing, binding, and reproduction services.

3) TRAVEL - Transportation, food, lodging, and miscellaneous expenses reimbursed to an employee when he is representing or conducting business for the institution.

4) OTHER CONTRACTUAL SERVICES - All other services produced from outside sources that can be directly identified with a particular activity center (e.g., consulting services, etc.)

5) NONCAPITAL EQUIPMENT - Those items of property that have an acquisition cost of less than $500 or an expected service life of less than two years.

Services not included for direct cost reporting and identified by Program Classification Structure (PCS) categories are: library (4.1); audio/visual services (4.3); academic computing services (4.4); general administrative services which includes administrative data processing (6.3); logistical services which includes the handling and storage of materials and transportation services (6.4) and physical plant operations which includes utilities, maintenance, landscaping, and facilities remodeling costs (6.5).

REFERENCE: CAM, IEP, PM

SUPPORT - See OCCUPATIONAL ACTIVITY.

SUPPORT COSTS - Those costs that are assigned to the various activity centers of support programs, and are subsequently allocated to final cost objectives via allocation parameters.

REFERENCE: CAM

SUPPORT PROGRAM - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

TEACHING ACTIVITIES - See FACULTY ACTIVITY CATEGORIES.

TECHNICAL - See OCCUPATIONAL ACTIVITY.

TECHNICIAN - See OCCUPATION.

TENURE STATUS - The institutional designation that serves to identify the status of the employee with respect to permanence of appointed position.

The following categories are suggested:

1) TENURED

2) NON-TENURED

3) NOT ELIGIBLE

REFERENCE: DED, National Center for Higher Education Management Systems ("A Manpower Accounting Manual for Postsecondary Education," working papers.)

TERMINATION STATUS -- STUDENT - Refers to the status of a student on his/her termination from the institution.

The following categories are suggested:

1) CLEAR STATUS - The student voluntarily chose to leave the institution and is eligible to re-enter the institution at any point in time in the future.

2) NOT ON CLEAR STATUS- The student was required by the institution to leave and is subject to specific rules and regulations governing readmission designated by the institution.

    a) Academically Suspended or Dropped - The student was required to leave the institution due to unsatisfactory academic performance.

    b) Other - The student was required to leave the institution for some reason other than unsatisfactory academic performance (e.g., disciplinary suspension, failure to pay fees, etc.).

3) PROGRAM COMPLETER - Students who have met all institutional and course of study requirements for eligibility to be awarded a degree/diploma/certificate by the institution. Program completers may be classified as follows:

    a) Degree/Diploma/Certificate Recipient - A student who has been awarded a degree/diploma/certificate from the institution.

    b) Other Degree/Diploma/Certificate Program Completer - A student who has met all requirements for a degree/diploma/certificate and is eligible to receive the award but has not completed necessary administrative procedures to be granted the award (e.g., has not filed for the award).

REFERENCE: DED, IEP

TRANSFER - The movement of unrestricted monies from one fund group into another fund group as designated by the institution's governing board. Of primary importance is that the recipient fund group has neither the intention nor the requirement of repaying the donor fund group.

REFERENCE: HEFM

TRANSFER CATEGORIES - Standard categories that include all flow of funds between the various fund groups during the reporting period.

Every transfer results in an equal addition and deduction, therefore the net result in all fund groups will always be zero.

The following categories are recommended:

1) MANDATORY TRANSFER - A transfer made from one fund group into another fund group to fulfill binding legal obligations of the institution.

   The following subcategories are recommended:

   a) Debt Service - Mandatory provisions made to satisfy debt obligations on academic buildings, auxiliary enterprise operations, and hospitals.

   b) Renewal and Replacement - Mandatory provisions made for the renovation of institutional plant.

   c) Loan Fund Matching Grant - Mandatory transfers of institutional funds to loan funds as required in order to match outside gifts or grants, usually from the U.S. Government, for loan purposes.

   d) Other - All mandatory transfers not included in any of the above categories.

2) NONMANDATORY TRANSFER - A transfer made from one fund group into another at the discretion of the institution's governing board.

   The following subcategories are recommended:

   a) Distribution of Capital Gains - That portion of the unrealized capital gains of the institution's investments which are utilized by the institution, usually for current operating purposes.

   b) Designation of Unrestricted Funds - Those unrestricted funds designated (and also transferred) to serve a specified purpose in another fund group.

      Although such designations usually involve unrestricted funds of the current funds, the designation of funds previously designated in an earlier period for something else may be changed, and the subsequent transfer recorded in this subcategory.

c) Other - All nonmandatory transfers not included in any of the above categories.

REFERENCE: HEFM

TRANSFER PAYMENT - An income flow which represents a change in the distribution of wealth but not compensation for a current contribution to the production process.

The primary components of government transfer payments are Social Security benefits and veterans' pensions, business transfers including bad debts, charitable contributions by businesses, and contest prizes.

REFERENCE: Department of Commerce ("Dictionary of Economic and Statistical Terms")

TRIMESTER - See PREDOMINANT CALENDAR SYSTEM.

TUITION AND FEES - See ADDITION CATEGORIES.

UNCLASSIFIED FACILITIES - See ROOM USE CATEGORIES.

UNIT COSTS - The dollar value of funds expended per some common denominator within a specified time period.

This term is particularly important when talking about direct costs and full costs in the "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], "Full Cost per Course Enrollments" [6550], and "Full Cost per Full Time Equivalent Student" (6570] measures of the Finance section of the Inventory.

REFERENCE: CAM, CFP, IEP

UNIT DESCRIBED - The legal name and address of the unit being described.

Unit described is a self-contained unit that can provide data on the following: revenue, enrollment, personnel, and costs across the Program Classification Structure (PCS) categories. Examples include: Berkeley Campus, South Campus, and Colorado Springs Center. In Phase I of the IEP project the smallest unit that can be described as defined above is being reported.

Throughout Phase I of the IEP project the terms institution and unit described are used interchangeably, except in the case of institution or learning center name.

REFERENCE: IEP

UNRESTRICTED FUNDS - See RESTRICTION CATEGORIES.

VOCATIONAL TRAINING - See EDUCATIONAL BACKGROUND.

WEEKLY ROOM HOURS (WRH) - The number of hours per week a room is used for scheduled activities required for the courses in the schedule of classes.

Tabulations of these data by time of offering (e.g., before 5:00 p.m. or after 5:00 p.m.), room use categories, student levels, programs and activities, source(s) or funding, rooms being surveyed, course levels, station types, and appropriate utilization ratios (e.g., "Average Room Utilization Rate (AvRUR)" [8420] and "Average Station Occupancy Ratio (AvSOR)" [8430]) may be useful.

REFERENCE: FICM, SAM

WEEKLY STUDENT HOUR (WSH) - A unit of measure which represents one hour of instruction given to one student in one week.

Normally these data are collected on all scheduled hours of instruction given to all students in one week. Data for weekly student hours may be useful if categorized by time of offering (e.g., before 5:00 p.m. or after 5:00 p.m.), room use categories, student levels, programs and course levels, and appropriate utilization ratios (e.g., "Average Station Occupancy Ratio (AvSOR)" [8430]).

REFERENCE: FICM, PM, SAM

WORK/STUDY ASSISTANCE - Monies made available to students as payment for services rendered as required by the institution for financial assistance (e.g., Federal College Work/Study Program, etc.)

REFERENCE: CAM, HEFM, IEP

BIBLIOGRAPHY

BIBLIOGRAPHY

Baumheier, Edward G. and Oborn, Parker T. Colorado Social Indicators Project Final Report. Denver, Colorado: University of Denver, 1972.

Boeckh, E. H. Boeckh Building Valuation Manual. Milwaukee, Wisconsin: American Appraisal Co., (Recurrent).

Boeckh, E. H. Building Cost Modifier. Milwaukee, Wisconsin: American Appraisal Co., (Recurrent).

Carnegie Commission on Higher Education. A Classification of institutions of Higher Education. New York: McGraw-Hill Book Company, 1973.

Carnegie Commission on Higher Education. New Students and New Places Policies for the Future Growth and Development of American Higher Education. New York: McGraw-Hill Book Company, 1971.

Collard, William and Huff, Robert. Exploring Cost Exchange at Colleges and Universities. Boulder, Colorado: Western Interstate Commission for Higher Education, February 1974.

Collier, Douglas J. Higher Education Finance Manual (Field Review Edition). Technical Report 53. Boulder, Colorado: Western Interstate Commission for Higher Education, June 1974

Colorado Population Trends. State of Colorado, Division of Planning. Business Research Division, University of Colorado, 1973.

Dahnke, Harold L.; Jones, Dennis P.; Mason, Thomas R.; and Romney, Leonard C. Higher Education Facilities Planning and Management Manuals. Technical Reports 17-1 through 17-7. Boulder, Colorado: Western Interstate Commission for Higher Education, May 1971.

Dodge Building Cost Calculator and Valuation Guide. New York: McGraw-Hill Book Company, (Recurrent).

Eckaus, Richard S. Estimating the Return to Education: A Disaggregated Approach. Sponsored by The Carnegie Commission on Higher Education. New York: McGraw-Hill Book Company, 1973.

Education Commission of the States. Model State Legislation Report on the Task Force on Model State Legislation for Approval of Postsecondary Educational Institutions and Authorization to Grant Degrees. Report Number 39. Denver Colorado: Education Commission of the States, June 1973.

Engineering News Record. New York: McGraw-Hill Book Company, (Recurrent).

Federal Interagency Committee on Education (FICE). "Definition of a Postsecondary Institution." Unpublished draft document, May 23, 1973.

Goddard, Suzette; Martin, James S.; and Romney, Leonard C. Data Element Dictionary: Course, Facilities, Finance, Staff, Student (Second Edition). Technical Report 51. Boulder, Colorado: Western Interstate Commission for Higher Education, November 1973.

Guidelines - For Site Selection, Long-Range Facilities Master Planning, and Facilities Program Planning. Denver, Colorado: Colorado Commission on Higher Education, 1973.

Gulko, Warren W. Program Classification Structure. Technical Report 27. Boulder, Colorado: Western Interstate Commission for Higher Education, January 1972.

Huckfeldt, Vaughn; Weathersby, George; and Kirschling, Wayne. A Design for a Federal Planning Model for Analysis of Accessibility to Higher Education. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Huckfeldt, Vaughn. A Federal Planning Model for Analysis of Accessibility to Higher Education: An Overview. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Irwin, Judith T. The Campus Resources of Higher Education in the United States of America: A Taxonomy of Types and a Geographical Distribution. Washington, D. C.: Management Division, Academy for Educational Development, Inc., November 1973.

Johnson, Richard S. NCHEMS Student Flow Model SFM-1A: An Introduction (Draft Edition). Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Johnson, Richard S. and Huff, Robert A. NCHEMS Information Exchange Procedures (Preliminary Edition). Boulder, Colorado: Western Interstate Commission for Higher Education, May 1974.

Jones, Dennis P. A Manual for Manpower Accounting in Postsecondary Education (Working Papers). Boulder, Colorado: Western Interstate Commission for Higher Education, 1974.

Manning, Charles W. and Romney, Leonard C. Faculty Activity Analysis: Procedures Manual. Technical Report 44. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Martin, James S. and Wing, Paul. A Manual on State Level Application and Implementation of the NCHEMS Student Flow Model SFM-IA. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

McCoy, Marilyn. Report of a Survey of Higher Education Institutional Practices Related to the Definition of Full-Time Equivalent (FTE) Enrollment. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

McLaughlin, James N. and Wing, Paul. A Taxonomy of Postsecondary Education Subject Matter Areas (Field Review Edition). Boulder, Colorado: Western Interstate Commission for Higher Education, 1974.

Micek, Sidney S. Preliminary Summary of the Higher Education Outcomes Measures Identification Study Pilot Test. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Micek, Sidney S. and Arney, William Ray. Outcome-Oriented Planning in Higher Education: An Approach or An Impossibility? Boulder, Colorado: Western Interstate Commission for Higher Education, June 1973.

Micek, Sidney S. and Service, Allan L. Educational Outcome Measures: Identification and Priorities. Boulder, Colorado: Western Interstate Commission for Higher Education, April 1974.

Micek, Sidney S. and Wallhaus, Robert A. An Introduction to the Identification and Uses of Higher Education Outcome Information. Technical Report 40. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Millard, Richard. Potential Definitions of Postsecondary Education - And Their Implications. Prepared for the NCHEMS National Invitational Seminar. Boulder, Colorado: Western Interstate Commission for Higher Education, 1974.

Minter, John W. A Manual for Manpower Accounting in Higher Education (Preliminary Edition). U. S. National Center for Educational Statistics. Washington, D.C.: Government Printing Office, 1972.

The National Commission on the Financing of Postsecondary Education, Financing Postsecondary Education in the United States. Washington, D.C.: Government Printing Office, December 1973.

Oborn, Parker T. Review of the Literature on Social Indicators. Denver, Colorado: University of Denver, 1972.

Polenske, Karen R., et. al. State Estimates of the Gross National Product, 1947, 1958, and 1963, edited by Karen R. Polenske, Vol. 1 of Multiregional Input-Output Analysis. Lexington, Massachusetts: D.C. Heath and Company, 1972.

Renkiewicz, Nancy K. and Topping, James R. Information Exchange Procedures (Field Review Edition). Technical Report 47. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Report of the Joint Accounting Group. Boulder, Colorado: Western Interstate Commission for Higher Education, March 1974.

Rodgers, John M. State Estimates of Outputs, Employment, and Payrolls, 1947, 1958, 1963, edited by Karen R. Polenske. Vol. 2 of Multiregional Input-Output Analysis. Lexington, Massachusetts: D.C. Heath and Company, 1972.

Romney, Leonard C. Higher Education Facilities Inventory and Classification Manual. Technical Report 36. Boulder, Colorado: Western Interstate Commission for Higher Education, December 1972.

Romney, Leonard C. Information Exchange Procedures Manual: A Synopsis (Field Review Edition). Technical Report 46. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Romney, Leonard; Topping, James; and Manning, Charles. Preliminary Reporting and Exchange Procedures Manual (Preliminary Draft). Boulder, Colorado: Western Interstate Commission for Higher Education, May 1973.

Scheppach, Raymond C., Jr. State Projections of the Gross National Product, 1970, 1980, edited by Karen R. Polenske. Vol. 3 of Multiregional Input-Output Analysis. Lexington, Massachusetts: D.C. Heath and Company, 1972.

Topping, James R. Cost Analysis Manual (Field Review Edition). Technical Report 45. Boulder, Colorado: Western Interstate Commission for Higher Education, 1974.

Topping, James R. and Miyataki, Glenn K. Program Measures. Technical Report 35. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

U. S. Bureau of Economic Analysis. Business Statistics. United States Department of Commerce. Washington, D.C.: Government Printing Office, (Recurrent).

U. S. Bureau of Economic Analysis. Survey of Current Business. United States Department of Commerce. Washington, D.C.: Government Printing Office, (Recurrent

U. S. Bureau of Labor Statistics. Employment and Earnings. United States Department of Labor. Washington, D.C.: Government Printing Office, (Monthly).

U. S. Bureau of Labor Statistics. Handbook of Labor Statistics 1970, United States Department of Labor. Washington, D.C.: Government Printing Office, (Yearly).

U. S. Bureau of Labor Statistics. Selected Characteristics of Occupations. Washington, D.C.: Government Printing Office, 1966.

U. S. Bureau of the Census. 1970 Census User's Guide, Parts 1 and 2. Washington, D.C.: Government Printing Office, 1970.

U. S. Bureau of the Census. Classified Index of Occupations. Washington, D.C.: Government Printing Office, 1970.

U. S. Bureau of the Census. General Population Characteristics. Washington, D.C.: Government Printing Office, 1971.

U. S. Bureau of the Census. General Social and Economic Characteristics. Washington, D.C.: Government Printing Office, 1972.

U. S. Bureau of the Census. Governmental Finances in 1970-71. Washington,D.C.: Government Printing Office, October 1972.

U. S. Bureau of the Census. Guide to Recurrent and Special Governmental Statistics, Volumes I and II. Washington, D.C.: Government Printing Office, May 1972.

U. S. Bureau of the Census. State Government Finances in 1970. Washington, D.C.: Government Printing Office, July 1971.

U. S. Department of Commerce. Dictionary of Economic and Statistical Terms. Washington, D.C.: Government Printing Office, 1969.

U. S. Department of Commerce. Social Indicators 1973. Washington, D.C.: Government Printing Office, 1973.

U. S. Internal Revenue Service. Statistics of Income, Individual Income Tax Returns, 1966, 1968, and 1969 (Preliminary). Washington, D.C.: Government Printing Office.

U. S. Manpower Administration. Dictionary of Occupational Titles. Third Edition, Volumes I and II. Washington, D.C.: Government Printing Office, 1965.

U. S. Manpower Administration. Standard Industrial Classification Manual. Washington, D.C.: Government Printing Office, 1969.

U. S. National Center for Educational Statistics. Encyclopedia of Education. Washington, D.C.: Government Printing Office, 1971.

U. S. National Center for Educational Statistics, Directory of Postsecondary Schools with Occupational Programs 1971 Public and Private. Washington, D.C.: Government Printing Office, 1973.

U. S. National Center for Educational Statistics, Selected Statistical Notes on American Education. United States Department of Health, Education, and Welfare. Washington, D.C.: Government Printing Office, February 1973.

U. S. Office of Education. Vocational Education and Occupations. United States Department of Health, Education, and Welfare. Washington, D.C.: Government Printing Office, 1969.

Wallhaus, Robert A. A Description of Postsecondary Education in a Planning and Management Context. Boulder, Colorado: Western Interstate Commission for Higher Education, 1973.

Wing, Paul. Statewide Planning for Postsecondary Education: Conceptualization and Analysis of Relevant Information. Boulder, Colorado: Western Interstate Commission for Higher Education, March 1972.

Wing, Paul and McLaughlin, James N. An Overview and Guide to the Use of the Statewide Measures Inventory (Field Review Edition). Technical Report 48B. Boulder, Colorado: Western Interstate Commission for Higher Education, January 1974.

Wisconsin Socio-Economic Series. State of Wisconsin, Department of Administration, Bureau of State Planning Information Systems Section. Madison, Wisconsin: March 1971 (Vol. 1, No. 1). September 1971 (Vol. 1, No. 2). June 1972 (Vol. 1, No. 3).

Ziemer, Gordon; Young, Michael; and Topping, James. Cost Finding Principles and Procedures (Preliminary Field Review Edition). Technical Report 26. Boulder, Colorado: Western Interstate Commission on Higher Education, November 1971.

2841913000045200(55%):
9341600000045300(45%):
3.1M:774:GD:JoP:2BA168

Advisory Structure for the
NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS at WICHE

BOARD OF DIRECTORS

James Furman (Chairman)
Executive Coordinator, Washington
Council on Higher Education

George Kaludis (Vice Chairman)
Vice Chancellor, Operations and
Fiscal Planning, Vanderbilt
University

Rutherford H. Adkins
Vice President, Fisk University

Fred E. Balderston
Chairman, Center for Research in
Management Science and
Professor of Business
Administration, University of California,
Berkeley

Max Bickford
Executive Officer
Kansas Board of Regents

Allen T. Bonnell
President, Community College
of Philadelphia

Kenneth Creighton
Deputy Vice President for Finance
Stanford University

Ralph A. Dungan
Chancellor, New Jersey Department
of Higher Education

Alan Ferguson
Executive Director, New England
Board of Higher Education

Paul E. Gray
Chancellor
Massachusetts Institute of Technology

James F. Gollattscheck
President, Valencia Community College

Freeman Holmer
Vice Chancellor for Administration
Oregon State System of Higher
Education

Douglas MacLean
Vice President for Management
Services, University of Houston

Robert Mautz
Chancellor, State University
System of Florida

William R. McConnell
Executive Secretary, New Mexico
Board of Educational Finance

Donald McNeil
Chancellor
University of Maine

James L. Miller
Professor, Center for the Study
of Higher Education, The University
of Michigan

G. Theodore Mitau
Chancellor, The Minnesota State
College Board

Gordon Osborn
Assistant Vice Chancellor for
Management, State University of
New York, Central Administration

Thomas S. Smith
President
Lawrence University

Richard S. Takasaki
Executive Vice President
University of Hawaii

Virginia Trotter
Vice Chancellor for Academic Affairs
University of Nebraska

Marvin Wachman
President
Temple University

Fred Wellman
Executive Secretary, Illinois
Junior College Board

Martin Zeigler
Associate Vice President for
Planning and Allocation
University of Illinois

TECHNICAL COUNCIL

James Eden (Chairman)
Vice President for Management and
Finance and Treasurer
University of Cincinnati

John F. Chaney (Vice Chairman)
Vice Provost for Management
Systems, University of Colorado

Edward Cratsley
Vice President for Finance and
Administration, Swarthmore College

William Dempsey
Assistant to the President, State
University of New York, Plattsburgh

Dallas R. Fox
Coordinator of Data Systems and
Models, State University System
of Florida

Boyd W. Horne
Assistant Chief, Budget Planning
and Administration, The California
State University and Colleges

T. Harry McKinney
Professor of Administration and
Higher Education, Michigan State
University

William R. Odom
Coordinator, PPBS Development, Division
of Community Colleges, Florida State
Department of Education

Michael M. Roberts
Director, Management Systems
Stanford University

Gloria Scott
Director of Institutional
Research and Planning
North Carolina A & T State
University

Howard D. Sims
Director of Business Services
and Management
Metropolitan Junior College
District, Missouri

Burton Wolfman
Assistant Secretary for
Educational Affairs
Commonwealth of Massachusetts